

FOCUS	READING ASSIGNMENTS	WRITING ASSIGNMENTS
<p>Non-Profit Group Project</p> <p><b>TOPICS &amp; PROPOSALS</b></p>	<p><b>In D2L:</b></p> <ul style="list-style-type: none"> <li>• <a href="#">Assignment #6</a>, Non-Profit Group Project</li> <li>• <a href="#">Video of Assignment Sheet #6 (me discussing project)</a></li> <li>• <a href="#">Plagiarism Explained</a> (most relevant to writing project proposals)</li> <li>• Past Student Examples of Non-Profit Projects</li> <li>• <a href="#">Tips for Non-Profit Projects</a></li> </ul> <p><b>In Textbooks:</b></p> <ul style="list-style-type: none"> <li>• Gurak and Lannon, chapter 15 "Informal Reports"</li> <li>• Gurak and Lannon, chapter 17 "Proposals"</li> <li>• Gurak and Lannon, chapter 19 "Blogs, Wikis, and Web Pages"</li> </ul> <p><i>*Note I've posted a <b>PowerPoint</b> in this module reviewing these chapters so you have a sense of proposal formatting as well as webpages/informal reports should you choose to create as part of your project.</i></p>	<ol style="list-style-type: none"> <li>1. <a href="#">Non-Profit Discussion Board #1:</a> <ul style="list-style-type: none"> <li>◦ <b>By midnight Tuesday, October 13</b>, select a <b>TOPIC</b> for this group project; <b>team leader</b> will post your topic to NPD #1 and I will respond to all topics with thumbs up or down by midnight Thursday, Oct. 15.</li> </ul> </li> <li>2. <a href="#">Non-Profit Discussion Board #2</a> <ul style="list-style-type: none"> <li>◦ <b>By midnight Sunday, Oct. 18</b>, draft and post your 2-3 page <b>PROJECT PROPOSAL</b> following the specific requirements in Assignment Sheet #6. <b>Team leader</b> will post to the NPD#2</li> </ul> </li> </ol> <p><b>NOTE:</b> No points will be assigned until after you've turned in your final documents by midnight Sunday of Week #12 (November 8); every document until that point is a draft.</p>

For the next four weeks you will be working with Non-Profit Group Project group members to create four documents for a single not-for-profit organization. All details are written in Assignment Sheet #6. Each week, I will clearly identify written requirements and due dates in my weekly announcement (posted at 8 a.m. Monday morning as usual).

- **YOUR FIRST RESPONSIBILITY** will be to contact group members and come up with a topic and post this topic to [Non-Profit Discussion Board #1](#) by midnight tomorrow (10/13). Best options for connecting are as follows:
  - **EMAIL:** I've sent you each others' email via D2L. Send a message to one another NOW about how to communicate moving forward.
  - **TEXT:** This option requires swapping phone numbers, as my face-to-face students typically do; some of you are uncomfortable with this, however, and your group will have to find another way to connect
  - **D2L Messaging:** This is available within our course D2L shell; you can establish "friends" with the D2L email addresses I've sent.
  - **DISCUSSION BOARD:** Each group has a [Private Group Discussion](#) under Discussions (scroll down until you see it).
  - **MICROSOFT TEAMS:** All MSU students have free access to this communication tool; you can visit call (406) 994-1777 or email IT at [helpdesk@montana.edu](mailto:helpdesk@montana.edu) for help setting this up, though the below instructions provided by past student Robert Tiller seem simple enough.
    1. Open preferred browser (safari not supported).
    2. Navigate to [login.microsoftonline.com](https://login.microsoftonline.com)
    3. Sign in
      - Sign in user name as follows: (studentNetID)@msu.montana.edu
      - Sign in password: (Student NetID password/D2I password)
    4. Choose the "Teams" app and search your teams!

**OR, USE YOUR PHONE!**

    - 1 Download the app from the app store of your preference
    2. Sign in with user name as follows: [studentNetID@msu.montana.edu](mailto:studentNetID@msu.montana.edu)
    3. Sign in password: Student NetID password/D2I password
    4. Choose the "Teams" icon and search your teams!
- **YOUR SECOND RESPONSIBILITY** will be to draft the project proposal, due this Sunday (10/18) in [NPDB#2](#); this document will force you to think/plan ahead about what documents you will create; when you will create them; and how you will collaborate effectively. You want to make sure you research your proposal for the background information and cite sources using MLA citations.
  - **To work collaboratively, most students have success with GOOGLE DOCS** (for which a gmail account is necessary). Alternatively, you can always use email to swap document sections and coordinate revision.

Then, it's just a matter of following my weekly directions about where and when to post your docs.

Groups are as follows. The team leader is listed first in bold.

Group Number	Group Members
1	<b>Kallie</b> , John J., Elise, Amanda, Alex L.
2	<b>River</b> , Noah, Nicole, Kylie, Dana

3	<b>Bailey</b> , Spencer, Morgan, Marki, Alison
4	<b>Kayleen</b> , Ian, Cristina, Arash, Aaliyah
5	<b>Jon</b> , Seth, Enzo, Mikayla, Maya
6	<b>Holly</b> , Rosemary, Mia, Luke, Trevor
7	<b>Marena</b> , Sheyenne, Toby, Emily

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8	<b>Robert</b> , Cody, Robert, Avery, Samantha
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9	<b>Gage</b> , Kathryn, Cooper, Aurorra
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10	<b>Savannah</b> , Raina, Olivia, Andrew
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**All four documents will be due in Assignments by midnight Sunday, Nov 8.** Each week, however, will have its own due dates to allow for peer and instructor feedback as you progress.

**REMEMBER:** This assignment takes place during the next four weeks, so please don't be intimidated by the breadth of the work required. We will take it one step (document) at a time. I am here to help, beginning with the video below, which explains Assignment Sheet #6 to provide a big-picture understanding.