

## Com 223 Final Project Submission

To complete your semester project and submit for credit you need to do the following (all deadlines are listed in the syllabus):

- Achieve your team's goal (for early submission extra credit)
  - Catalog your work in your team's website portfolio
  - Prepare your campaign closeout report:
    - Record a video / record a voice-over Powerpoint (for early submission extra credit)
    - Schedule an appointment to present your campaign closeout report (for end-of-semester submission; use the "Sign Up" tool on ReggieNet)
  - Submit your work to ReggieNet:
    - Paste the link to your website into the submission box
    - Attach a copy of your Campaign Closeout report / slideshow (so it is easily accessible during your presentation).
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Here is what you need to include in your **Campaign Closeout Report** (presentations should be NO MORE than 10 minutes; the bulk of your time should be focused on the Analysis section):

- **Brief** recap of your initial plan:
  - Which organization you chose
  - Why you chose them and what social issue you hoped to address (mentioned in your proposal)
  - Your goal(s)
  - The plan you had to achieve those goals.
- Discuss implementation of your plans
  - What changed and why?
  - What did you do? How did it go?
  - Discuss surprises or challenges you encountered on the way
- Results!
  - Spell out the numbers – what did you achieve?
  - What goals did you not make?
  - How / what did everyone contribute?
- Analysis
  - Why do you think you achieved or fell short of your goals?
    - This is a loaded question – remember we tend to take credit for our achievements and blame others for our shortcomings. While some problems can possibly be attributed to external forces, the purpose of this is to scrutinize the *group's reaction* to those external forces. Did you do everything you could or should have done? Or, were the problems you faced an internal issue? Again, how could the group have reacted to this to secure a better outcome? Please don't view this as chucking someone under the bus – the point is to try to learn from setbacks so you can recognize them *before* they become problems in the future. A strong critique of your work can make up a few points on a missed goal, so it's worth it to you to be honest and self-reflective.
  - Identify **three course concepts** you either used or realized you encountered during your time together
    - Define the concept (using lecture, reading, or an outside source) so I know you understand it
    - Tell me how it manifested in your team encounters (be specific! Instead of "we used brainstorming a lot" say, "we used a variation on traditional brainstorming which is [insert

*Don't forget the next page!*

definition] in our meeting on Feb. 10. In our variation we [explain what you did differently] and we think it worked well because..."

- What would you recommend to a future group working with this organization?
  - Final takeaway
    - What is your final thought / feeling / message you want to leave me with? The intent is to give you a moment to celebrate a little bit (even if you didn't meet your goal), so feel free to brag a little!
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### Updated Web Portfolio Checklist (clarification from the Semester Project Assignment)

*You may use a free website, Google Drive folder, etc. I strongly recommend that you NOT use a Tumblr page or Facebook page (they post chronologically and it can be hard to find required info). Please make sure all links work and I have access to all attachments.*

- Organization and event information
- Group Information
  - Team members (first names only) and formal roles
  - Team name and logo
  - Team mission statement and rules (updated from the proposal – you can explain what changed out of necessity and why).
- Required Project Information
  - A copy of your Project Proposal
  - Your team's original and revised goals, with an explanation of why they evolved
  - The initial proposed timeline and the actual, implemented timeline (note all team events and deadlines)
  - Agendas and Minutes (minus location detail and last names)
  - A copy of your Mid-term Assessment report
  - A clear breakdown of the funds raised by each team member and/or log of volunteer hours (it should all add up to the project total you're reporting). Make sure it's CLEAR what everyone did. The total reported should match the total donation or volunteer hour total reported by your organization. Don't inflate numbers here. **Make sure you show each member's contribution. Make sure you include jpegs of all receipts including a receipt proving your donations made it to the organization / confirmation from the organization of volunteer hours worked.**
  - **Early submission:** Campaign Closeout video presentation (embedded, linked or attached). **Figure out how you plan to post the presentation before you start working on it.** I can offer some suggestions for hosting your video if you don't want it to be public, so talk to me about options. You can either shoot this as a video of the team presenting or use voice over PowerPoint or Prezi – **but I must hear your voices.** PowerPoint alone will not be sufficient.
  - **End-of-semester submission:** A copy of your presented Campaign Closeout Report (pdf preferred)
  - Correspondence between group members and the organizations that you think highlights the quality or quantity of your work. (Make sure to remove / redact all last names and personal info. You don't have to include anything on your site that you think is too personal, but please use Reggienet's Dropbox to share anything you think should be considered as part of your grade).
  - All advertising you did for your event (flyers, press releases, facebook groups, etc.)
  - Copies of any press coverage you received (if applicable)
  - Photos, videos and artifacts from your meetings and events (sign in, programs, etc.) - remember your historian must be able to produce photographic evidence of your events if asked, but you don't have to post everything to your site if you don't want it publicly shared. When in doubt put it in the Dropbox
  - Anything else that might illustrate the quantity / quality of your work.