

L. Carroll AC Science 2007
Summary Checklist for Project Completion
Addendum for Service Learning Projects

Items due on May 14:

1. Project Logbook (classwork grade)
 - Includes all original work (Project goal, detailed steps to achieve the goal, sketches and/or plans for anything that was built (bathhouse, information signs, etc), timeline of activity on the project, etc.
 - Entries are dated and organized

2. Final Report (test grade)
 - Typed, double spaced (size 12 Times New Roman font preferred)
 - Includes previous work (Introduction, Project Plan, Bibliography) and the documentation for the completion of the project
 - Details for the project completion portion of the report:
 1. Use sentences in paragraph form to describe the work on your project (past tense).
 2. Include photos to show work on the project and final outcome.
 3. You should include data that was collected (soil test data, native plant prices and location, etc. If you are making an informative (teaching/ learning) addition to the park (signs or imovie), please include the text of your sign or the script for your movie.
 4. As a final paragraph to the written portion, include an evaluation of your success at achieving your project goal.
 5. If you have made contact with any others regarding your project (requesting information, permissions, etc.), please include copies of your letters. If you have spent money, include a list of your expenses and a list of people and acknowledgements to them. If your parent or someone else has helped you significantly, include a copy of your thank you letters to them.
 6. If you are requesting funds from the science club for your project, you should include the letter from you that introduces your project goal, tells something about your project and how much money you will need and how it will be spent.
 - Use a staple in the top left corner to hold your final report together. Pieces should be in this order: Introduction, Project goal and plan, project completion details (described above), bibliography.

3. Team presentation (classwork grade)
 - You will present your work along with your project team beginning Monday 5/14.
 - You should be responsible for your part. Slides of your project goal and steps to completion are appropriate. You might want to include photos. A tri-fold or poster with goals and steps to completion will also work.