

**San Jose State University
College of Social Sciences / Environmental Studies Dept.
EnvS 193: Supervised Projects and Research, Spring 2016**

Instructor:	Bruce Olszewski
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Office Hours:	Tues and Thurs 1:30-3:30 and Friday by appt
Class Days/Time:	By arrangement
Units	1-15 Units. Repeatable with instructor consent
Classroom:	WSQ 115
Prerequisites	None
GE/SJSU Studies Category:	N/A. Please note that CDR, an option under EnvS 193, is a service-learning course which may be accepted as a substitute for the Environmental Studies Department internship (EnvS 194) requirement.

COURSE OBJECTIVE

Welcome to an opportunity to participate in an environmental project. This course is intended for students to gain project management skills while they study and research environmental topics that are otherwise unavailable in regular courses. In the course students will organize projects and follow a definitive plan to complete activities in a timely basis.

Many students earn EnvS 193 academic credit while engaged in service-learning and internship activities at the *Center for Development of Recycling (CDR)*. Service-learning is when students provide a community service while learning about the field they are engaged with. CDR is the recycling and household hazardous waste call center and website for Santa Clara County. Working at CDR is an opportunity for students to gain pre-professional experience and develop skill sets to enhance personal resumes for environmental internships and careers. With instructor consent, EnvS 193 credit may be used as a substitute for EnvS 194.

For non-CDR students, EnvS 193 is an opportunity to work one-on-one with a professor while researching an environmental topic within a student's specific interest area. While opportunities for projects are as boundless as one's imagination, the skills to complete a project on time and on budget are keys to its success. This course is designed to develop those skills and see projects thoroughly and successfully completed. Students may work with any professor, with the approval of this instructor.

CLASSROOM PROTOCOL/STUDENT RESPONSIBILITIES

All research must be pre-approved and supervised by faculty. Class members that are consistently engaged with their project(s) and communicate regularly make for a good learning experience. A key element of this course is learning and executing *self-management skills*. Students at CDR will have projects guided by management staff and the CDR Director. *In both cases (CDR and non-CDR),*

students are expected to develop, implement and accomplish milestones established in a timeline using the tools provided in the course (See Appendices A and B).

EnvS 193 requires visits and discussions with faculty and other advisors that are involved in the project. All EnvS 193 students must complete a Project Schedule form and Project Profile. These schedules must include visits with faculty or other sources. The document will be used to discuss progress on the project(s). The form is to be shared with other collaborators, such as a student's academic advisor as it is also a record of project activities and progress. CDR students will use these documents in meetings with CDR Managers and the CDR Director.

LEARNING OUTCOMES

Upon successful completion of this course, students will be able to:

1. Complete a special study or project.
2. Engage organizational skills needed for project management.
3. Learn project management and communication skills.

OFFICE VISITS

I want you to succeed. Should matters intervene causing a disruption with the project schedule, please consult with relevant faculty member(s)/collaborators and the professor of this course as soon as possible so we can agree on adjusting the Project Schedule as needed. Please *do not wait* for an insurmountable problem before considering an office visit. Schedules can be adjusted with the approval of the professor of this course and of any advisor a student may be working with.

COURSE SCHEDULE

The class will likely meet on 3 occasions for shared discussions on methods and scope (your Project Profile) used in projects. There is also an exit interview for all students to review completed projects and activities with the professor. Students will be notified of meetings by a CDR Manager and may self-schedule their exit interview at the completion of their project.

Students are to create their own *attendance* schedule which then must be approved. I ask that once a schedule is set (example: T-Th 1p-5p) that it remains the same throughout the semester. *Project Schedules* are then to be completed by the student and reviewed and approved by the faculty advisor. A project schedule is a planning document that expresses project components, scope, resources needed to complete it (software, field equipment, computers, library research, funds, etc) and a timeline. This "Project Profile" must be approved before work actually begins. At CDR, managers assist students with this task and create a personal folder for each student on CDR's computers. *Use this folder to store all of your documents*, record activities and to access course materials. Forms for this and all course activities are provided in the "Staff Files" on the CDR computers. These documents will be the basis for discussion and determining the progress made on the project, evaluating the project, and providing a grade

CLASS FORMAT

This is an independent study class. Students may work on supervised projects in groups if pre-approved. CDR students will work with a CDR Manager and the CDR Director. Non-CDR students will work directly with the professor of this course. In any case, students have a responsibility to complete work on time and to ask the necessary questions to understand the scope of their chosen project. Students typically will be in the CDR working on their projects while also serving public requests for recycling information (phone and email)

REQUIRED TEXTS

There are no required textbooks for this course. Forms that explain the process of the course are provided by the professor.

COURSE REQUIREMENTS, GRADING AND ASSIGNMENTS

SJSU classes are designed such that in order to be successful, it is expected that students will spend a minimum of forty-five hours for each unit of credit (normally three hours per unit per week), including preparing for class, participating in course activities, completing assignments, and so on. More details about student workload can be found in [University Policy S12-3](http://www.sjsu.edu/senate/docs/S12-3.pdf) at <http://www.sjsu.edu/senate/docs/S12-3.pdf>. Please be sure to be enrolled in the correct number of units.

Units	Hours	Hrs/Week
1 unit	45	3
2 units	90	6
3 units	135	9
4 units	180	12
5 units	225	15
6 units	270	18
7 units	315	21
8 units	360	24
9 units	405	27

Grades

A grade is determined by the timeliness of assignments submitted, quality of the work completed, meeting deadlines and appointments, satisfying clients (if applicable), meeting commitments, and the maintenance and completion of necessary course paperwork (Project Profile and attendance schedule). Accumulated points that fall within the grade scale below determine your semester grade.

97 - 100 A+	88 - 89 B+	78 - 79 C +	64 - 69 D+
93- 96 A	84 - 87 B	74 - 77 C	56 - 63 D
90 - 92 A-	80 - 83 B-	70 - 73 C-	50 - 55 D-

Grading Standards for Written Assignments

All formal writing assignments and data management projects will be graded according to the following standards for assessing the quality of the content and the clarity of expressing concepts.

Score	Grade	Content Criteria
5	A	Outstanding response with superior supporting examples or evidence; logical analysis, reasoning, and explanation; clear mastery of content; includes relevant principles and details; excellent citation form and use.
4.5	A- to B+	Good, solid response that uses excellent supporting examples or evidence; excellent reasoning and explanations; good citation form and use.
4	B	Solid response that meets minimum required by assignment. Reasoning and explanations are adequate.
3.5	C	Response is accurate but cursory, and does not meet the minimum required for completeness; some inaccuracies or reasoning flaws; response is too general, lacks specific evidence; all sources cited but form is incorrect.
2.5	D	Response doesn't effectively address the question; response fails to support assertions with data or examples; major flaws in reasoning; explanations are unclear; displays inadequate understanding of content; lack of citation.
0-2.0	F	Response is missing or not submitted, or does not address the question.

Score	Grade	Writing Criteria
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5	A	Meets criteria for 4, plus demonstrates superior grammatical correctness and sense of personal style. Clear prose, easily read.
4.5	A- to B+	Very effective organization of paragraphs and paper; interesting, varied sentences; good grammar (usage, punctuation, etc.); few spelling mistakes; does not read like a first draft.
4	B	Reasonably effective organization of paragraphs and paper; serviceable prose; numerous errors of grammar or spelling; reads like a first draft.
3	C	Structurally disorganized; paragraphs lack topic sentences or are not developed effectively; awkward sentence structure; poor grammar; poor spelling.
2.5	D	Similar to 2, but even harder to read.

UNIVERSITY POLICIES

General Expectations, Rights and Responsibilities of the Student

As members of the academic community, students accept both the rights and responsibilities incumbent upon all members of the institution. Students are encouraged to familiarize themselves with SJSU's policies and practices pertaining to the procedures to follow if and when questions or a concern about a class arises. To learn important campus information, view [University Policy S90-5](http://www.sjsu.edu/senate/docs/S90-5.pdf) at <http://www.sjsu.edu/senate/docs/S90-5.pdf> and SJSU current semester's [Policies and Procedures](http://info.sjsu.edu/static/catalog/policies.html), at <http://info.sjsu.edu/static/catalog/policies.html>. In general, it is recommended that students begin by seeking clarification or discussing concerns with their instructor. If such conversation is not possible, or if it does not address the issue, it is recommended that the student contact the Department Chair as the next step.

Dropping and Adding

Students are responsible for understanding the policies and procedures about add/drop, grade forgiveness, etc. Add/drop deadlines can be found on the current academic year calendars document on the [Academic Calendars webpage](http://www.sjsu.edu/provost/services/academic_calendars/) at http://www.sjsu.edu/provost/services/academic_calendars/. The [Late Drop Policy](http://www.sjsu.edu/aars/policies/latedrops/policy/) is available at <http://www.sjsu.edu/aars/policies/latedrops/policy/>. Students should be aware of the current deadlines and penalties for dropping classes.

Advising

Information about the latest changes and news is available at the [Advising Hub](http://www.sjsu.edu/advising/) at <http://www.sjsu.edu/advising/>.

Consent for Recording of Class and Public Sharing of Instructor Material

[University Policy S12-7](http://www.sjsu.edu/senate/docs/S12-7.pdf), <http://www.sjsu.edu/senate/docs/S12-7.pdf>, requires students to obtain instructor's permission to record the course and the following items to be included in the syllabus:

- “Common courtesy and professional behavior dictate that you notify someone when you are recording him/her. You must obtain the instructor's permission to make audio or video recordings in this class. Such permission allows the recordings to be used for your private, study purposes only. The recordings are the intellectual property of the instructor; you have not been given any rights to reproduce or distribute the material.”
 - It is suggested that the greensheet include the instructor's process for granting permission, whether in writing or orally and whether for the whole semester or on a class by class basis.
 - In classes where active participation of students or guests may be on the recording, permission of those students or guests should be obtained as well.
- **“Course material developed by the instructor is the intellectual property of the instructor and cannot be shared publicly without his/her approval. You may not publicly share or upload instructor generated material for this course such as exam questions, lecture notes, or homework solutions without instructor consent.”**

- **Students may not remove any materials used at the CDR, may not extract any information from RecycleStuff.org for personal or professional use and must not use any and all CDR passwords at the end of their enrollment for the semester term.**

Academic Integrity

Your commitment, as a student, to learning is evidenced by your enrollment at San Jose State University. The [University Academic Integrity Policy S07-2](http://www.sjsu.edu/senate/docs/S07-2) at <http://www.sjsu.edu/senate/docs/S07-2.pdf> requires you to be honest in all your academic course work. Faculty members are required to report all infractions to the office of Student Conduct and Ethical Development. The [Student Conduct and Ethical Development website](http://www.sjsu.edu/studentconduct/) is available at <http://www.sjsu.edu/studentconduct/>.

Campus Policy in Compliance with the American Disabilities Act

If you need course adaptations or accommodations because of a disability, or if you need to make special arrangements in case the building must be evacuated, please make an appointment with me as soon as possible, or see me during office hours. [Presidential Directive 97-03](http://www.sjsu.edu/president/docs/directives/PD_1997-03.pdf) at http://www.sjsu.edu/president/docs/directives/PD_1997-03.pdf requires that students with disabilities requesting accommodations must register with the [Accessible Education Center \(AEC\)](http://www.sjsu.edu/aec) at <http://www.sjsu.edu/aec> to establish a record of their disability.

Accommodation to Students' Religious Holidays

San José State University shall provide accommodation on any graded class work or activities for students wishing to observe religious holidays when such observances require students to be absent from class. It is the responsibility of the student to inform the instructor, in writing, about such holidays before the add deadline at the start of each semester. If such holidays occur before the add deadline, the student must notify the instructor, in writing, at least three days before the date that he/she will be absent. It is the responsibility of the instructor to make every reasonable effort to honor the student request without penalty, and of the student to make up the work missed. See [University Policy S14-7](http://www.sjsu.edu/senate/docs/S14-7.pdf) at <http://www.sjsu.edu/senate/docs/S14-7.pdf>.

Student Technology Resources

Computer labs for student use are available in the [Academic Success Center](http://www.sjsu.edu/at/asc/) at <http://www.sjsu.edu/at/asc/> located on the 1st floor of Clark Hall and in the Associated Students Lab on the 2nd floor of the Student Union. Additional computer labs may be available in your department/college. Computers are also available in the Martin Luther King Library. A wide variety of audio-visual equipment is available for student checkout from Media Services located in IRC 112. These items include DV and HD digital camcorders; digital still cameras; video, slide and overhead projectors; DVD, CD, and audiotape players; sound systems, wireless microphones, projection screens and monitors.

SJSU Peer Connections

Peer Connections' free tutoring and mentoring is designed to assist students in the development of their full academic potential and to inspire them to become independent learners. Peer Connections tutors are trained to provide content-based tutoring in many lower division courses (some upper division) as well as writing and study skills assistance. Small group and individual tutoring are available. Peer Connections mentors are trained to provide support and resources in navigating the college experience. This support includes assistance in learning strategies and techniques on how to be a successful student. Peer Connections has a learning commons, desktop computers, and success workshops on a wide variety of topics. For more information on services, hours, locations, or a list of current workshops, please visit [Peer Connections website](http://peerconnections.sjsu.edu) at <http://peerconnections.sjsu.edu> for more information.

SJSU Writing Center

The SJSU Writing Center is located in Clark Hall, Suite 126. All Writing Specialists have gone through a rigorous hiring process, and they are well trained to assist all students at all levels within all disciplines to become better writers. In addition to one-on-one tutoring services, the Writing Center also offers workshops every semester on a variety of writing topics. To make an appointment or to refer to the numerous online resources offered through the Writing Center, visit the Writing Center website at <http://www.sjsu.edu/writingcenter>. For additional resources and updated information, follow the Writing Center on Twitter and become a fan of the SJSU Writing Center on Facebook. (Note: You need to have a QR Reader to scan this code.)

**SJSU Counseling and Psychological Services**

The SJSU Counseling and Psychological Services is located on the corner of 7th Street and San Carlos in the new Student Wellness Center, Room 300B. Professional psychologists, social workers, and counselors are available to provide confidential consultations on issues of student mental health, campus climate or psychological and academic issues on an individual, couple, or group basis. To schedule an appointment or learn more information, visit Counseling and Psychological Services website at <http://www.sjsu.edu/counseling>.

Appendix A
ENVIRONMENTAL STUDIES 193: Project Grading Sheet

Name: _____ Term: _____

Project: _____

I. Grading for Supervised Projects and Activities

Projects are graded on a 50-point scale. Other elements of the course contribute to a final grade. Please see the course syllabus for the grade scale to determine a final grade. The following form is based on the Project Profile. Scores will be provided at each state of completion after meeting with the faculty advisor. Please keep a copy of this form in your personal file.

PHASE	Points Received	Point Possible	Date	Manager Signature	Director Signature
Planning and Design		5			

- Met with Faculty Advisor/CDR Director/CDR Project Manager to discuss project details.
- Thoroughly reviewed previous revisions of project and/or related work.
- Complete and timely submittal of a Project Profile for review and approval to instructor, advisor and/or CDR Manager.
- Wrote project summary stating purpose and objective of the project, along with how the project will be completed on due date.
- Designed organized input form / report prototype (i.e. spread sheet, table, etc.)
- Participated in critique of work and promptly made revisions.

Data Collection		15			
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- Thoroughly collected data using detailed instructions (if applicable).
- Does not have missing information without explanation.
- Collected data in an efficient manner. Applied professional standards.
- Participated in critique of work and promptly made revisions.

Report		20			
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- Organized data in an easy to read report or document.
- Submitted document draft to Faculty Advisor/CDR Director/CDR Project Manager for edits/comments and revisions.
- Submitted document at half way point for revisions.
- Submitted completed document.
- Submitted proofed documents free of obvious errors
- Participated in critique of work and promptly made revisions.
- Deleted files on all computers that are no longer needed for the project.
- Organized and e-filed all documents.
- Submitted final copy for review and approval.

Professionalism		10			
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- Emailed Manager bi-weekly status updates.
- Regularly followed agreed-upon project milestone strategy
- Was punctual to meetings/attendance
- Courteous and respectful on phones and email
- Had a professional attitude throughout project
- Cleaned up project materials at end of shift
- Showed initiative and willingness to learn
- Promptly responded to manager emails and communications
- Completed entire project, with no loose ends, by agreed upon date

PROJECT GRADE _____ / 50

This Section For CDR Students Only					
Grading for CDR Public Contact:					
CDR performance is graded on a 50-point scale. Please see the course syllabus for the grade scale to determine a final grade. Please keep a copy of this form in your personal file.					
PHASE	Points Possible	Points Received	Date	Manager Signature	Director Signature

Phones/Email	15				
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- Completed phone-training and student questions form by 2nd week of semester
- Upon arrival in CDR, always checked emails and voicemails
- Had courteous and respectful telephone manners
- Completed emails and seeks a creative solution to inquires
- Replied to emails in professional manner
- Responded to administrative commentary regarding performance

Call Tracking Sheet/Database	10				
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- Upon arrival in CDR, always checked call tracking sheet and database
- Completed call tracking sheet form correctly and legibly
- Completed call tracking database correctly
- Responded to administrative commentary regarding performance

Professionalism: Attendance	10				
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- Reliable and punctual attendance each week
- Never late to shift
- Pre-arranged absences with administrative manager
- If absence was pre-arranged, made sure the phones were covered
- Completed hours by agreed upon date

Professionalism	15				
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- Applied a professional attitude: courteous and respectful manner
- Regularly follows agreed-upon project milestone strategy
- Submits proofed documents free of obvious errors
- Participated in critique of work and promptly makes revisions
- Seeks creative solutions to potential impasses, and seeks assistance before the project comes to half-way point.
- Completes entire project with no loose ends by agreed upon date
- Cleaned up after themselves, correctly filed materials, and turned off the computers before leaving the CDR
- Showed initiative and willingness to learn
- Promptly responded to manager emails

PUBLIC CONTACT ____ / 50

PUBLIC CONTACT ____
PROJECTS ____

GRADE ____

FINAL

Appendix B
Environmental Studies 193
PROJECT PROFILE (FOR ALL STUDENTS ENGAGED IN PROJECTS)

This section for CDR Project Manager or Director only.	
Copy To: Staff Lead _____	Initials: _____
Director/Faculty Advisor _____	Initials: _____
Project Manager _____	Initials: _____

This section for students

All students must have this form, plus a two-paragraph descriptive project summary submitted and approved by your faculty advisor, CDR Director or CDR Project Manager.

OUTLINE AND SUMMARY COMPLETED AND APPROVED? SIGN AND DATE HERE



APPROVAL _____

(PROJ MGR, DIRECTOR OR FAC. ADVISOR SIGNATURE AND DATE)

PROJECT WILL BE COMPLETED DURING WHICH SEMESTER AND YEAR? _____

I. SYNOPSIS (what are you trying to achieve through this project) (SAMPLE RESPONSES)

#	Description	Details
1	Project Name	City and CDR Publication update and city feedback
2	Project Objectives	<ol style="list-style-type: none"> 1. Collect publications from each city for addition to CDR Reference Library. 2. Provide single countywide source for public documents to residents, consultants, other cities and access to additional cities. 3. Review for deletions and additions of documents from Reference Library as requested by each city. 4. Provide cities with updated CDR website publications. 5. To reduce city staff time to retrieve and share effective increased diversion and recycling rates. 6. Collect feedback from Cities on CDR services and conduct pre-made survey. 7. Provide promotion material of CDR/Hotline.
3	Contract Required?	No
4	Lead Staff Name Cell E mail	Jeri Patteson 925-488-9999 jeripatteson@hotmail.com
5	Is Lead Staff scheduled?	Yes, T and Th 12-4
6	Support Staff Name, phone, and email	Laura Dominguez 408-566-6611 oddoneout7@hotmail.com
7	Is Support Staff scheduled?	MWF 12-3 pm.
	Support Staff Responsibility (ies)	Contact 7 cities, collect data, complete city CDR forms
8	Does TAC or another organization require final approval?	Yes. Coordinate with local govt
9	Is a press release and public service announcement required?	Later date/upon decision of Bruce
10	Complete project outline (this form) and submit to project manager for signature approval of this stage.	

11	Complete two-paragraph descriptive project summary, based upon planning meeting.	See attached
12	Start Date	2/1/16
13	Due Date	5/1/16
14	Latest Status Report/Status	3/1/16
15	Submitted for Faculty Advisor Comment	2/15/16

Descriptive Summary: (Sample)

This project will update and revise the database of current publications on RecycleStuff.org from local government. Staff will review documents currently on the CDR website, library, and file cabinets for each city and the county. Staff will contact each city and the county to determine 1) if the existing documents should be deleted or retained on website, 2) collect additional publications for inclusion to the CDR Reference Library, and 3) get their opinion the services that CDR provides (web information and telephone information). Upon review of feedback from the cities, the online Reference Library, physical library and file cabinets will be modified with the recommended additions and deletions.

A goal of the project is to relieve local government the burden of providing and distributing documents to consultants, government agencies, and the public. City staff time to retrieve and share effective increased diversion resulting in government staff efficiencies. Publication update list database will be entered into the website and will enable users to view current city documents. Data collected about CDR services will be used for consideration of modification of CDR services and/or to share with the County for the purpose of contract negotiations.

- 1) Develop/Obtain City Contact List
 - a) Review for deletions from Reference Library
 - b) Publications to Manager
 - i) Contracts
 - ii) Status/Policy Reports
 - iii) PR Materials
 - iv) HHWE/SRRE
 - v) Annual Reports

- 2) Purpose: Provide increased website/hotline visibility, improve communication with cities, improve relevancy of documents available through CDR.
 - a) Describe current services provided by CDR to cities.
 - i) CDR Publications Operations
 - (1) Guide to Recycling Center, Reuse and Resale in S.C. County, etc. access information from website and website description
 - b) Promotion of CDR/Hotline Operations
 - i) Deliver Hotline Information Card
 - ii) Inclusion of hotline phone numbers and website in City PR material
 - iii) Recycling and Waste Reduction Commission (RWRC)
 - (1) Awareness of CDR website and hotline to Commissioner

II. DESIGN AND PLANNING PHASE

#	Description	Projected Completion Date
1.	Meet CDR Project Manager to determine project scope, key contacts, and resources.	2/1
2.	Determine publication audience.	2/3
3.	Identify and obtain copies of available research on this topic.	2/5
4.	Create a folder in a CDR PC to store all components of this project.	2/1
5.	Obtain and review previous versions of this project Review CDR computer files for data on past projects	2/3
6.	Design a form to be used to collect data, or find and use form from previous edition of project.	2/10
7.	Submit data collection form to CDR Project Manager for approval.	2/12
8.	Determine software and/or computer support required	2/12
9.	Prepare Project Outline/Schedule	2/1
10.	Create calendar of bimonthly project status meetings with Project Manager.	2/5
11.	Meeting Dates: (enter as needed)	
12.	Meeting Dates: CDR Director	2/1
13.	Meeting Dates: Project Manager	2/2
14.	Meeting Dates:	
15.	Meeting Dates:	
16.	Meeting Dates:	
17.	Meeting Dates:	
18.	Meeting Dates:	
19.	Meeting Dates:	
20.	Obtain Project Managers signature approval for this phase	
21.	Complete descriptive project summary (about 1 or 2 paragraphs)	
22.	Meet with Faculty Advisor/CDR Director to review progress and obtain grade for this phase	

III. COLLECTION AND ANALYSIS PHASE

#	Description	Projected Completion Date
1	Establish e-file folder in CDR PC to keep data forms.	
2	Collect data using designated resources, methods and forms.	
3	Contact relevant resources	
4	Input collected data into computers. Be sure to indicate on form if data was put into PC.	
5	Meet with Project Manager to obtain approval for completion of data collection phase.	
6	Meet with Faculty Advisor to review progress and obtain grade for this phase.	

IV. Report Phase

#	Description	Projected Completion Date
1	Design first draft of final report (use the same format as the last edition?)	

2	Determine report components (cover page, intro, disclaimer, etc)	
3	Write/rewrite components of final report (intro, data, etc.)	
4	Review first draft of report with CDR Project Manager	
5	Make suggested revisions	
6	Obtain Project Managers approval of first draft	
7	Obtain Director's/Faculty Advisor approval	
8	Make final revisions based on second draft review	
9	Send to County/TAC for review (if required)	
10	Make edits recommended by County/TAC	
11a	Submit second draft	
11b	Make final revision	
12	Copy Guide for distribution to TAC and library sources	
13	Complete press release announcing completion and availability of project	
14	Write narrative summary report of recommended changes to the process on completing this report. (Final summary should include description of work completed, limitations of project, and suggestions for work to be completed in this next revision.)	
15	Clean up any files and folders on the CDR pc.	
16	Replace old guide on hotline desk (binder), originals file (metal cabinet), library (ERC), and inventory supply cabinet.	
17	Meet with the Faculty Advisor to obtain grade for this phase	

V. Project Completion Phase

#	Description	Projected Completion Date
1.	File transferred to PC#3 visually verified by Director	
2.	Library has a duplicate made and filed	
3.	Adobe file created in PC#3	
4.	Cover Document	
5.	Standard page two	
6.	Table of Contents	
7.	Adobe formatted and saved on labeled disk given to Director	
8.	Complete Final Project Summary Report	

Final Project Summary Requirements

The final project summary is an important element of your project. The summary not only serves as a tool to analyze how you managed your project this semester, but to help future project staff as they manage their projects. Please take this final summary serious and put thought into its composition. The summary should be about 1-2 pages.

The summary should have four components. The components are listed below and then described in more detail.

- Project Description
- Resource Requirements
- Accomplishments
- Recommendations
- Files Associated with your Project

The descriptions below are minimum requirements for each component and are a starting point for a thorough final project summary.

Project Description

Explain the goals of the project, problems it was addressed and resources used.

Accomplishments

State **what** additions, deletions, changes, improvements, etc. were made to the guide and **why** they were made. On what bias did you decide to make those changes? Be thorough and detailed in your descriptions.

Recommendations

Now that you have managed a project from the beginning to the end, dissect it. Look at all phases of the project; the process, resources, time management, CDR management, etc. Ask yourself the question listed below and try to think of other questions that analyze your product. And remember; if something didn't work be able to recommend an alternative.

- What would you do differently if you were to manage this product again, and why? Pass your wisdom onto the next project staff.
- What worked well in the management of this project and why? Share your successes.
- What didn't work what methods/processes were ineffective and why?

Resource Requirements

Separate your project into the phases listed in your project outline and estimates the time commitment necessary to complete each phase:

- Planning: reviewing previous projects, understanding requirements for project, researching new sources (what were those sources)
- Design: forms, prototype
- Data collection: calls, call backs
- Reporting: input of data, formatting, revisions

Files Associated with your Project

For all files relevant to your project list the version of the application, the file name, its path, and what the file contains at the bottom of each page. Use the automatic labeling that comes with MS Word.

Example:

C: /cdr/masters original/projects/commercial/1997 Guide/

- Sec. two- section two of the guide which describes the franchise agreements for each jurisdiction in S.C. County

Other

Is there anything else you would like to add?

Env.S 193 Semester/Year _____
Alternate Supervised Projects Report Schedule (Non-CDR Students)

Student's Name _____ SSN or ID _____

Student's Phone _____

Student's Email _____

Student's Address _____

Emphasis _____ Emphasis Advisor _____

Faculty Advisor for this Project _____ Phone and Email _____

Instructor of Record _____ Phone and Email _____

#	Assignment	Timeframe	Date	Date Received	Comments/Sign off
1.	FIRST MEETING of the semester.	End of Week 3			
2.	In a manila folder labeled with your name and semester, return copies of this completed and signed form to the instructor of record.	End of Week 3			
3.	Submit personal schedule which includes time scheduled for completion of project (s)	End of Week 3			
4.	Complete one-page paper; "Relevance of Topic to Student's Area of Study."	End of Week 3			
5.	Complete Project Profile (separate form) indicating details of the project.				
6.	Draft list of resources to be used for the project (journals, books, interviews, websites, etc.).	End of Week 5			
7.	Class meeting/meet with Faculty Lead for approval at this stage	End of Week 5			
8.	Verbal progress report and review of project data completed to date. Review Project Profile.	End of Week 7			
9.	Progress report: Review project profile with faculty lead. Discuss work completed to date and work to be completed.	End of Week 10			
10.	Progress report: Review project profile, work completed to date and work to be completed.	End of Week 13			
11.	Present completed report and completed Project Profile to Faculty Lead for evaluation.	End of Week 15			
12.	Present this completed signed off form to the instructor of record to receive grade. (or leave in correct department mailbox).	End of Week 15			Grade

I agree to this schedule and the assignments it includes

 Students Signature Date

 Signature, Instructor of Record Date