**Unit 2 Performance Task Checklist**

**Use this checklist before you submit ANYTHING! Have another person check your project as well before you turn it in!**

**Any Questions, email -**

* **Cover Page**
	+ Title
	+ Image/Symbol to represent your project
	+ Your Name
	+ Date (its due)
	+ Period
* **Page 1 – The Problem**
	+ Title centered, bolded, and underlined; double spaced; no bigger than 12 point font
	+ Explanation of your problem
	+ Explanation of cause of your problem
	+ Explanation of who this problem affects and how
	+ Explanation of why it needs to be dealt with to make PHS better
	+ Spell check and grammar check
* **Page 2 – Introduction**
	+ Title centered, bolded, and underlined; double spaced; no bigger than 12 point font
	+ Introduce yourself and who you are in relation to the school
	+ Explanation of how this problem affects you
	+ Explanation of why you wanted to take this issue on
	+ Explanation of why your voice matters on this issue
	+ Spell check and grammar check
* **Page 3 – Process**
	+ Title centered, bolded, and underlined; double spaced; no bigger than 12 point font
	+ Step 1: Determine the problem - Explain how and why you picked the problem → Explain your thinking
	+ Step 2: Interviewed Stakeholders - who did you interview; why did you pick them; what did they say
	+ Step 3: Gathered Research About the Problem - what does PHS currently do in relation to this issue; what resources exist to help you answer this question; other people you have interviewed at the school to understand the current policies at PHS
	+ Step 4: Determine a possible solution and gathered research - what solution are you thinking about; why; what research have you done to better understand this solution and how it would work at PHS
	+ Step 5: Next Steps - what next steps do you need to complete to begin to implement your solution
	+ Spell check and grammar check
* **Page 4 – 7 – Research and Literature Review**
	+ Page 4 – Source 1 and annotated bibliography (can be typed or handwritten)
	+ Page 5 – Source 2 and annotated bibliography (can be typed or handwritten)
	+ Page 6 – Source 3 and annotated bibliography (can be typed or handwritten)
	+ Page 7 – Source 4 and annotated bibliography (can be typed or handwritten)
	+ Spell check and grammar check
* **Page 8 and 9 – Solution**
	+ Title centered, bolded, and underlined; double spaced; no bigger than 12 point font
	+ Explanation of your solution in detail
	+ Explanation of how to implement your solution
		- Timeline – when would you start the process of implementing your solution 🡪 when is the eventual due date
		- Parties Involved – who would need to be involved in order to implement this solution, what role would each person need to play in order to make your solution a success
		- Describe any hurdles you may anticipate that could stand in your way and any possible suggestions you have for dealing with them
	+ Attach any tools that you created for this solution (handouts, directions for different people, signs, surveys, etc.)
	+ Spell check and grammar check
* **Page 10 – Works Cited Page**
	+ Title centered, bolded, and underlined; double spaced; no bigger than 12 point font
	+ Citations should be in MLA format
	+ Alphabetical order based off the author’s name or title of article
	+ Should have at least 4 sources listed
	+ Spell check and grammar check
* **Presentation Slide**
	+ 1 – 2 slides maximum
	+ Standard Size Slide
	+ Check font color vs. background color to confirm people can read it
	+ Title of Project on top of the slide
	+ 4 bullet points
		- Brief explanation of your problem
		- Brief explanation of why you picked this problem
		- Brief explanation of your process (who’d you talk to and what research did you do)
		- Brief explanation of your solution
	+ One to two sentences for each on the slide
	+ Handwritten or typed and printed script for what you will say during your oral presentation
* **Submit to Turnitin.com by 11:59 p.m. on Tuesday, December 19**
	+ Must submit **ONE** document
	+ Must include pages 1-3 and 8-10 – do not need to include annotated bibliographies or sources
	+ Before hitting submit make sure you’ve done a spell and grammar check and make sure you’re sure you have not “borrowed” anything too directly from any of your sources!
		- Class ID (period specific) –
		- Password: ushistory
* **Build Your Portfolio**
	+ Should be in a binder or a three-pronged or presentation folder
	+ Checked over one last time for spelling or grammar errors
	+ Pages are in order
		- Cover Page 🡪
		- The Problem 🡪
		- Introduction 🡪
		- Process 🡪
		- Source 1 🡪 Source 1 Annotated Bibliography 🡪
		- Source 2 🡪 Source 2 Annotated Bibliography 🡪
		- Source 3 🡪 Source 3 Annotated Bibliography 🡪
		- Source 4 🡪 Source 4 Annotated Bibliography 🡪
		- Solution 🡪
		- Works Cited Page)
	+ Due at the beginning of class on the day of your final
		- 1st and 2nd – Wednesday, December 20
		- 3rd and 4th – Thursday, December 21
		- 5th and 6th – Friday, December 22