**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