

TRACKING SHEET

NAME:

TODAY'S DATE:

PROJECT TOPIC:

Name	Task	Target Date	Actual Date	Comments

SAMPLE MEMO

TO: Ms. Grimes
FROM: Playwriting Team
RE: Weekly Progress Report
DATE: March 22

This week, our team accomplished the following tasks:

- Wrote a second draft of the play's second act.
- Proofread the first act, which is now complete.
- Met with the research team to discuss the following questions that we still need answered for the final act of the play:
 - What species of fish are part of the park's ecosystem?
 - How does the change of seasons affect the ecosystem?

We have the following challenges to overcome:

- The elementary school auditorium is booked on the day we had planned for our performance.
- We still cannot find cardboard boxes for scenery.

Next week, we plan to complete the following tasks:

- Write the first draft of the play's third and final act.
- Get the second draft of the second act proofread.
- Reschedule date for auditorium at the elementary school; review time lines.
- Contact more local stores and recycling plants to request cardboard boxes.

SERVICE LEARNING GUIDE AND CHECKLIST

Choosing a Project

- Define “service learning” for students.
- Motivate and inspire students to get involved.
- Help students choose a project topic.

Creating an Action Plan and Preparing for the Project

- Define “action plan” and explain why one should be made.
- Explain what information should be included in the action plan.
- Familiarize students with different ways to find information on service learning.
- Organize students’ research efforts.
- Have students sign project contracts.
- Organize students’ work efforts by forming project teams or work groups.
- Help students write an action plan.
- Assist students with the creation of a project time line/work flowchart.
- Have students submit the plan for approval from those who must okay the project.
- Prepare students to make presentations about the project.
- Help students refine their action plan, if necessary.
- Guide students as they follow the steps outlined in their action plan in order to prepare for the project.
- Explain the importance of and methods for tracking students’ progress as they work to complete the project.
- Explain the concept and importance of having a strong work ethic.
- Explain special considerations that students may face while working on the project.

Carrying Out the Project

- Remind students to check and double-check to ensure that they have completed all the work for their project.
- Help students brainstorm last-minute project issues.
- Have students walk through the project and create an agenda for the day of the project.
- Support students as they complete their service learning project.
- Celebrate.

Self-Assessment and Public Assessment

- Explain what self-assessment is and why it is useful.
- Explain what self-assessment should include.
- Have students complete a self-assessment of their project work.
- Explain what a public assessment is and why it is useful.
- Explain what a public assessment should include.
- Have students complete a public assessment of their work.

SAMPLE CONTRACT

I, (student's name), as a member of (educator's name and subject) class, hereby state my commitment to the service learning project that our class is going to execute. As part of the project team, I agree to the following:

- Come to class on time in order to maximize our work time on the project.
- Treat the project and all work involved seriously.
- Complete tasks on time and to the best of my ability.
- Keep all project commitments.
- Continue working on the project until it is completed, or until the team agrees that the work is done.

Signed on _____

Date

Student's signature

Educator's signature

Witness' signature