**WHAT YOU HAVE TO HAND IN FOR CAEP. AND PRESENTATION**

**FINAL ASSESSMENT REQUIREMENTS:**

• Produce a 600-800 word written report

• Individual page reflection

• Multimedia presentation to accompany GROUP TALK about project.

**WRITTEN REPORT:**

• Who are the members of your group?

• Why did you focus on the COMMUNITY ORGANISATION you planed the project for?

• What did you specific plan/do? What was your role?

• Was the project successful? Why/why not?

• How does the project BENEFIT the community?

• Provide a TIMELINE of activities/discussions/tasks/telephone calls/email made during the

semester.

• What were the advantages/disadvantages of the project and planning the project?

• When did the project take place? Where?

**Include:**

• Surveys you conducted

• Copy of the proposal

• Photos

• Comments from people you worked with

• Email communication

• Promotion material developed

**INDIVIDUAL REFLECTION:**

Submitted to the teacher on the last day of class.

• Name of project and group members

• How did the project benefited the community.

• How did you perform? Rate yourself.

• What did you contribute?

• How did each member of the group contribute?

**PowerPoint Presentation Requirements** - Your report will require at least the following slides:

1) **Title Page** (1 slide)

a. Include Class (CAEP 2017)

b. Include Group Members (Joe, Jack, and Megan)

c. Include the Teacher’s Name

2) **Description of CAEP** (3 slides)

a. 1 slide on what you think CAEP “is” or what it “means”

b. 2 slides describing some community organisations within Australia/Victoria and Point Cook and how their organisation contributes to the community. What benefits does the organisation provide for members of our community?

3) **CAEP Project** (8 slides)

a. 1 slide for a Title Page (ex: Car Wash Project)

b. 1 slide explaining Reason Why you chose the project you did (what problem did you see, what

were you trying to achieve by doing this project)

c. 1 slide explaining the Planning of your project (how did you organize and plan it)

d. 1 slide explaining the Execution of your project (how did it go from a plan to a real event)

e. 1 slide explaining the Details of your project (what advertising did you do, where did you hold

the event?, when did it happen?, any other interesting details)

f. 1 slide explaining any Problems or Setbacks during the project and how you overcame them.

g. 1 slide explaining your Success Criteria (how were you going to judge whether your event was

successful or not? Did you reach your goal?)

h. 1 slide for Pictures & Video of your project

4) **Self-Evaluation** (3 slides)

a. 1 slide deciding whether your project was successful. (Why or Why not?)

b. 1 slide deciding whether your CAEP class was successful. (Why or Why not?)

c. 1 slide detailing any improvements that could be made next time.

5) **End Slide** (1 slide)

a. 1 slide saying Thanks for watching

Your PowerPoint must be AT LEAST 16 SLIDES in length., It CAN be more. It CAN NOT be less