

## Unit II: Collaborative Recommendation Report

Recommendation Report due March 4, 2016

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### Project Description

Your teams will select a single problem that impacts the local (Baylor or Waco) community. Once you have determined and described the problem, you will examine possible solutions. Each group member will analyze one option for the report, as all group members tackle the same problem with different solutions. Finally, the group will determine which option is best and finish the document with a recommendation.

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### Stage 1: Team Charter (due 2/12 at 11:59 PM)

In the early stages, your team will select roles and compose a team charter that lays out the policies for proceeding as a group. The task manager will be largely in charge of deadlines and communication, the progress reporter will communicate your team's progress to me through frequent reports, the format specialist will compile the document according to project guidelines and MLA style, and the documentation specialist will maintain the works cited/consulted page and confirm that all information in the text is cited correctly and copiously. The rest of the report's tasks will be distributed equitably, as decided by your team. Also at this point, you should exchange contact information and discuss deadlines. Your team will provide me with a copy of your team charter in the form of a one-page (at least) progress report memo, uploaded by your progress reporter to Canvas.

Additionally, your team will provide me with a copy of the task assignments in the form of a worksheet, which will be uploaded by your progress reporter to Canvas. In the report, each group member will analyze one possible solution to the problem, as all group members tackle the same problem with different solutions. Students will divide up the remainder of the work of the report in equitable loads. Tasks should be assigned based on team members' position title (i.e., the documentation specialist should take charge of the works cited/consulted pages) and equitable distribution.

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### Stage 2: Proposal/Task Assignments (due 2/15 at 11:59 PM)

As a group, you will brainstorm various problems that you have noticed on campus and in the Waco community. After much discussion, your team will select a single problem that you all believe to be most pressing and relative to your knowledge and interests. Once you have determined which problem you will consider, consider by what criteria you will evaluate potential solutions. Then, select a handful of solutions (options) for further study. It is important to consider the outcomes of your solutions. When you make suggestions for solving the problem, do not create bigger problems than the one you are trying to solve. Also, consider financial cost. The solution must be feasible, cost-effective, and fulfill the criteria you establish early in your study.

Your team will draft a one-page proposal for approval by me. I must approve your proposal before you move forward. Your proposal should discuss the issue, the population it affects, and the necessity of solving this problem. Discuss what criteria you will likely use to evaluate solutions. Identify an audience, potential solutions you will research, and what research methods you will employ to complete the project.

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**Stage 3: Report Composition (Outline due 2/19 at conferences; Rough draft of individual option due 2/26 at class time; Rough draft of complete report due 3/2 at 11:59 PM)**

Your recommendation report should be a formal document, addressed to knowledgeable readers in the local community who are capable of doing something about the identified problem. In the introduction, clearly describe the problem. Identify the context of the issue, the intended audience of the report, and the criteria you will use to evaluate all options. All options should be studied using the same criteria.

Each option should be at least 1.5 pages long. Each option should include a minimum of five sources consulted, and of those sources, three must be cited within the text. At least two of your team's consulted sources must be books or other hard data located in the Moody-Jones Library; i.e., not found online. Each individual option will need works cited entries, works consulted entries, and photocopies of any direct quotations used in the document. The tone of each option should be unbiased and objective, describing the positives and negatives of this option for our local community.

After all of the options are completed, the group will determine which option should be implemented, and finish the document with a 1-2 page recommendation. Once again, when your team makes a suggestion for solving the problem, do not create bigger problems than the one you are trying to solve. The solution must be feasible, cost-effective, and fulfill the criteria you established early in your study. While the options are objective, the recommendation section should be persuasive. You must display the reasons that this option is the right one for the community affected by the situation.

The report should include summary, paraphrase, direct quotation, and analysis. The entire document should have a consistent tone. Avoid overlapping information between options; present all necessary context in the introduction. You will be using MLA style for citation unless you and your team members convince me that you are savvy in another style used in your field. Remember that you have citation information at the back of your textbook, and we will be reviewing MLA in class.

For this document, use the MLA style margin requirement (1 inch), but use block paragraphs and single-spacing, as per the recommendation report example in the textbook. The document should have one works cited page and one works consulted page (compiled from each option); they may be single-spaced as well, with an extra space between entries. Other elements of the works cited/consulted pages should follow MLA style. Within each page, separate the sources by option. Make sure the document has page numbers, starting with the executive summary.

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**Stage 4: Final Report (due 3/4 in class)**

The complete report (including letter of transmittal, title page, abstract, table of contents, executive summary, introduction, options, recommendation, works cited/consulted pages, and back matter) is due on March 4, along with the photocopied pages of the sources with direction quotations highlighted. You will upload the written report to Canvas (sans photocopies), and your team will also submit a hard copy of the report plus photocopies in a two-pocket folder in class. The photocopies must be labeled with identifying information (author's last name and page number), but not stapled with the report.