

Dana Forum, 2013 – 2014  
Spring Project Guidelines

Dr. Francesca Coppa, Forum Director  
January 20, 2014

***Brief notes about Spring work***

Thank you for submitting your proposals! I am grading them now and will return them to you with comments ASAP.

I suggest that the focus of the first half of your Spring semester be spent conducting your research, while after Spring Break you should review and analyze as well as prepare your group presentation and written report. It is expected that each working group will meet at least weekly to share research and discuss progress. Every other week, these meetings should include your faculty mentor. A group log must be kept in Blackboard that details each weekly meeting and documents weekly progress; this will be factored in as part of your final grade. Blackboard groups should already have been established and can be accessed by all group members and your mentor: please let me know if this is not the case. I will check-in with the entire cohort or with individual working groups over the semester (I'll be in touch about scheduling this.)

You are expected to attend **2** of the Center for Ethics Events this spring: obviously you're welcome to attend more, and to attend the ones that most closely fit with your topics and interests. I will be opening Blackboard forum threads after each of these events; please come by and post about what interested you!

Public presentations of your projects will take place in two evening sessions: **April 1 and April 3<sup>rd</sup>**: please let me know right away if you have any conflicts with either of those dates.

The written portion of the final project will include both collaboratively and individually written sections totaling 20-25 pages: this paper will be due **May 1 at 4:30 to me** both in hard copy (CA 276) and via email (coppa@muhlenberg.edu).

Both the written report and the presentation will be evaluated by me and Dr. Hashim as well as your faculty mentor. I am responsible for assigning the final grades.

***Building from fall work***

The spring semester will be used to conduct your research, analyze your findings, present your results at the public Forum, and complete your research papers as described below. You will also complete your Center for Ethics event attendance requirements and complete group and self evaluations.

***Small and large group meetings***

It is expected that each working group will meet at least weekly to share research and discuss progress. This ideally should be a face-to-face or Skyped extended conversations. Every other week, these meetings should include your Faculty Mentor. A group log must be kept in Blackboard that details each weekly meeting and documents progress. The Blackboard posts can be written collaboratively during weekly

meetings or the primary reporter can rotate among group members. Blackboard groups have been established and can be accessed by all group members and your mentor.

### ***Presentation at the Dana Forum***

Final public presentations of the research projects will take place on April 1 and April 3 from 5:30-8:30 PM in the Seegers Great Room. It is expected that you will be in attendance for the entirety of both sessions; if you have a conflict that precludes you from doing so, please let me know as soon as possible.

We will discuss different styles of scholarly presentations and explore what we collectively think is important for Forum presentations in our group or individual meetings. While it is appropriate that presentations reflect disciplinary differences, it is also important to have some degree of consistency in terms of what information is covered. Based on the presentation style adopted by recent Forum cohorts I will have a laptop and projector available; please let me know of other audio-visual or any presentation needs.

Each group should plan for a ~15 min presentation, with up to 5 additional minutes for discussion. I strongly encourage you to practice your presentation to ensure that you can cover all points within the allotted time. Please remember that all group members should participate in the presentation.

Presentations will be evaluated on various points outlined in the following rubric:

- Significance of research problem (20%)
- Scope of research (5%)
- Description of research methodology (10%)
- Explanation and implications of research findings (30%)
- Connection to Center's theme (20%)
- Overall clarity of presentation (10%)
- Ability to address questions (5%)

### ***Written paper***

This portion of the final project will include both collaboratively and individually written sections totaling 20-25 pages as detailed below:

- \* a collaboratively written introduction to your group's research area and its significance in relationship to the theme of Sex, Ethics, and Pleasure Politics
- \* individual "chapters" that evaluate different dimensions of the issue you are researching; and
- \* a collaboratively written discussion that deals with implications of your work.

Methodology must also be specifically addressed, either in the introduction or in individual chapters. A bibliography in APA style should also be included (this is beyond the 20-25 pages for the main paper).

A hard copy including a cover sheet with group members' signatures indicating compliance with the Academic Integrity Code is due by 4:30pm on May 1. An electronic copy should be submitted to me via email (coppa@muhlenberg.edu) at the same time. Please be sure your Faculty Mentor receives a copy in their preferred format by this due date as well.

Papers will be evaluated on by a rubric similar to the one for the presentation:

- Statement of significance of research problem (20%)

- Scope of research (10%)
- Explanation, justification, and limits of research methodology (15%)
- Explanation and implications of research findings (30%)
- Connection to Center's theme (20%)
- Bibliography (5%)

### ***Evaluations***

It is important to plan for and expect equitable workload for all group members in the research, writing, and presentations aspects of this project. Please note that you will again be asked to complete self and peer evaluations regarding contributions to your working group. The evaluation form that should be used this Spring is attached here and also available on Blackboard – feel free to type and elaborate your comments. I will treat these evaluations confidentially. They should be also submitted or emailed to me by May 1.

### ***Grading***

Your Grade for the entire Dana Forum will be calculated as follows:

Attendance and participation (Fall course)	20%
Written reflections on readings (Fall + Spring)	15%
Group proposal presentations (Fall course)	5%
Group Research Proposals (Fall: due Jan 15)	10%
Final Project and Presentation (Spring)	40%
Peer Evaluations (Fall and Spring)	10%

Dana Forum, 2013 - 2014  
Self and peer evaluations

Dr. Francesca Coppa Forum Director  
Spring 2014

Your name:

Faculty Mentor:

Project title:

Please assess your own contributions to your working group as well as that of other group members using the rubric below.

My contributions 4-excellent 3-good 2-satisfactory 1-unsatisfactory

Attendance at group meetings

Interactions with Faculty Mentor

Punctuality in completing responsibilities

Research load

Research quality

Written report

Forum presentation

Comments:

Group member name: 4-excellent 3-good 2-satisfactory 1-unsatisfactory

Attendance at group meetings

Interactions with Faculty Mentor

Punctuality in completing responsibilities

Research load

Research quality

Written report

Forum presentation

Comments:

Group member name: \_\_\_\_\_ 4-excellent 3-good 2-satisfactory 1-unsatisfactory

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Comments: