**PST 101—MODULE 4 GRADE SHEET**

**BASED ON CHAPTERS 7 & 8 revised 7/17/20**

Name: Societal Category:

Group #:

Date:

 MAXIMUM YOUR

EXERCISE POINTS SCORE COMMENTS

7.1 9 \_\_\_\_\_\_

7.2 6 \_\_\_\_\_\_

7.3 4 \_\_\_\_\_\_

7.4 8 \_\_\_\_\_\_

8.1 12 \_\_\_\_\_\_

8.2 20 \_\_\_\_\_\_

8.3 6 \_\_\_\_\_\_

8.4 16 \_\_\_\_\_\_

8.5 16 \_\_\_\_\_\_

8.6 16 \_\_\_\_\_\_

8.7 7 \_\_\_\_\_\_

Subtotal for Paper 120 \_\_\_\_\_\_

Points Deducted:

 Late Paper \_\_\_\_\_

 Writing \_\_\_\_\_

 Organization \_\_\_\_\_

 Participation \_\_\_\_\_

 Skills Win! \_\_\_\_\_

Total Points Deducted \_\_\_\_\_\_

Extra Credit Points:

 Internal \_\_\_\_\_

 External \_\_\_\_\_

Total Extra Credit Points \_\_\_\_\_\_

**TOTAL GRADE**

**MODULE FOUR** 120 \_\_\_\_\_\_ #\_\_\_\_

**PST 101 EXERCISES - MODULE FOUR**

**BASED ON CHAPTERS 7 & 8**

**\*\*Adhere to the Formatting & Grammar Tips and guidance provided in the Module Newsletter. Consider them to be part of the directions for this and all modules.**

**Failure to complete the two assessments in a thoughtful way could lead to up to a 6-point deduction on the “Skills Win!” category under ‘Points Deduction.’**

Skills Win! Exercise: Skill Sets 4 & 8: Communicating in Writing and Using Quantitative Tools

Total Points Lost: \_\_\_\_\_ (Maximum: 6 points)

1. Complete the following.
2. Estimate your level of performance based on the scale below for each of the four skills. Put parentheses around your selection; make sure both your selection and parentheses are in bold.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Poor | Fair | Good | Excellent |
| Skill 12 - Write Well:  | 1 | 2 | 3 | 4 |
| Skill 13 - Edit and Proof: | 1 | 2 | 3 | 4 |
| Skill 14 - Use Word Processing Tools: | 1 | 2 | 3 | 4 |
| Skill 15 - Master Online Communication: | 1 | 2 | 3 | 4 |

1. In one sentence, identify and provide evidence for a skill you need to improve the most.
* **Place response here:**
1. Complete the following.
2. Estimate your level of performance based on the scale below for each of the three skills. Put parentheses around your selection; make sure both your selection and the parentheses are in bold.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Poor | Fair | Good | Excellent |
| Skill 29 - Use Numbers:  | 1 | 2 | 3 | 4 |
| Skill 30 - Use Graphs and Tables: | 1 | 2 | 3 | 4 |
| Skill 31 - Use Spreadsheet Programs: | 1 | 2 | 3 | 4 |

1. In one sentence, identify and provide evidence for the skill you need to improve the most.
* **Place response here:**

Exercise 7.1: Identifying Benefits

Your Total Score: \_\_\_\_\_ (Maximum: 9 points)

1. State your societal problem. Briefly describe your proposed policy following the prompts provided below. **Note**: The policy and even the topic, problem, and level (local, state or federal) you choose do not have to be the same as you used in Module 3; you may choose different policies, topics, etc. than those specified in Module 3. (3 points)

Part A score: \_\_\_\_\_

* **State your societal problem and specify the geographic location here:**
* **Describe your preferred policy, including the policy tool, to deal with this societal problem here:**
* **Identify the level, body of government, and primary unit that enacts this policy here:**
* **Identify your primary source of information and explain how it helped you formulate your policy here:**
1. List the three most significant benefits of your policy and assign a rating of significance of 1, 2, or 3 to each item. **Each rating can be used more than once**. List each item in order from most significant (3) to least significant (1). Justify each rating you have assigned in no more than two sentences. (6 points)

Part B Score: \_\_\_\_\_

* **List the most significant benefit here:**

 **Rating (1-3):**

 **Justification of rating:**

* **List the next most significant benefit here:**

 **Rating (1-3):**

 **Justification of rating:**

* **List the next most significant benefit here:**

 **Rating (1-3):**

 **Justification of rating:**

Exercise 7.2: Identifying Costs

Your Total Score: \_\_\_\_\_ (Maximum: 6 points)

List the three most significant costs of your policy and assign a rating of significance of 1, 2, or 3 to each item. **Each rating can be used more than once.** List each item in order from most significant (3) to least significant (1). Justify each rating you have assigned in no more than two sentences. All financial considerations must be grouped as a single cost. Do not discuss problems with the policy itself, but instead the costs that will arise if it is implemented.

* **List the most significant cost here:**

 **Rating (1-3):**

 **Justification of rating:**

* **List the next most significant cost here:**

 **Rating (1-3):**

 **Justification of rating:**

* **List the next most significant cost here:**

 **Rating (1-3):**

 **Justification of rating:**

Exercise 7.3: Comparing Benefits and Costs

Your Total Score: \_\_\_\_\_ (Maximum: 4 points)

Calculate the benefit-cost ratio as described in the textbook and show your calculations below. Then, in one sentence, interpret the ratio. No citation or reference is needed for this exercise.

* **Place calculations of the benefit-cost ratio here and include the formula:**
* **Write a one-sentence interpretation of the ratio here:**

Exercise 7.4: Analyzing Your Career Preferences

Your Total Score: \_\_\_\_\_ (Maximum: 8 points)

1. Complete the survey below by placing an “X” between the parentheses next to your preference for a career, **bold both the parentheses and X**, and then answer the question at the end of the survey. (2 points)

Part A Score \_\_\_\_

|  |  |
| --- | --- |
| **1. Salary:** () Top 10%() Between 10% and 50%() Bottom 50%  | **2. Hours:** () Part-time() Less than 40 hours() No more than 40 hours() 40-60 hours() Over 60 hours |
| **3. Field Type:** () Solely doing good() Mostly doing good() Doing good and making money() Mostly making money() Solely making money | **4. Proximity:** () Very close to where you live() Within 3 hours of where you live() Across the country() Out of the country |
| **5. Travel for Job:** () No travel() Travel 1-12 times a year() Travel once a month() Travel once a week() Travel more than once a week | **6. Economic Risk:** () Very risky() Somewhat risky() Neither risky nor secure() Somewhat secure() Very secure |
| **7. Working Environment:** () Very orderly() Orderly() Neither orderly nor chaotic() Chaotic() Very chaotic | **8. Region:** () Northeast() Southeast() Southwest() Midwest() West |
| **9. Education:** () Some high school() High school diploma() Some college() College diploma() Graduate education | **10. Neighborhood:** () Urban() Suburban() Rural |

* **In no more than four sentences, indicate the two most important categories in this survey and explain why they are important to you here:**
1. Rate the following activities using a scale of 1-5 based on your possible interest in the activity, not necessarily your interest in doing the activities as a career. Add the total score for each section and mark it on the line provided. (2 points)

Part B Score \_\_\_\_\_\_

**1- Not Interested 2- Minimally Interested 3- Not Sure 4- Interested 5- Very Interested**

|  |  |
| --- | --- |
| **1. Agriculture, Food & Natural Resources**() Research new ways to produce food() Care for animals() Set up traps to catch crabs, lobster, or shellfish() Manage a farm() Maintain planted trees, flowers, and shrubs**\_\_\_\_\_ Total** | **2. Architecture & Construction**() Design, build, or remodel homes() Survey roads, property lines, and bridges() Build roads or bridges() Install electrical wiring in a building() Install plumbing and bathroom pipes/fixtures**\_\_\_\_\_ Total** |
| **3. Arts, A/V Technology & Communications**() Write stories or plays() Broadcast programs on TV or radio() Design a web page() Play in a band, orchestra, or music group() Operate equipment used in radio and TV**\_\_\_\_\_ Total** | **4. Business, Management & Administration**() Type or write reports() Prepare tax records for people or companies() Manage a store() Work with computers() Answer the telephone and greet customers**\_\_\_\_\_ Total** |
| **5. Education & Training**() Teach students to read() Take care of young children() Research test data() Teach a Yoga class() Coach a team**\_\_\_\_\_ Total** | **6. Finance**() Keep track of money() Sell insurance to people() Manage a bank department() Prepare financial records for people or companies() Help people invest their money**\_\_\_\_\_ Total** |
| **7. Government & Public Administration**() Plan a skate park() Direct a social service agency() Participate in fundraisers() Make regulations to protect the environment() Develop bills to become laws**\_\_\_\_\_ Total** | **8. Health Science**() Examine people and give them medical treatment() Give first aid to patients in an ambulance() Help an injured person learn to walk again() Process medical records and correspondence() Read an X-ray**\_\_\_\_\_ Total** |
| **9. Hospitality & Tourism**() Escort groups of people on tours() Serve meals and beverages to people() Umpire or referee a sporting event() Plan and conduct activities and trips for tourists() Manage a hotel**\_\_\_\_\_ Total** | **10. Human Services** () Counsel people in hospitals, clinics, or schools() Help youth, couples, and families resolve conflict() Advise people about their nutritional needs() Hold parenting classes() Plan activities for community centers**\_\_\_\_\_ Total** |
| **11. Information Technology**() Follow blueprints to inspect electronic equipment() Use computer applications to create reports() Repair computers() Design programs for computers() Write technical directions for engineers**\_\_\_\_\_ Total** | **12. Law, Public Safety, Corrections & Security**() Protect lives and property from hazards() Uncover details of a crime and arrest suspects() Study legal documents to find information() Guard money or valuables in an armored car() Defend someone in court and advise them about laws**\_\_\_\_\_ Total** |
| **13. Manufacturing** () Use small or large power tools to build or repair items() Use precision devices to make parts() Use machines to shape, cut, or mold metal, fabric or wood() Install electrical equipment() Build robots**\_\_\_\_\_ Total** | **14. Marketing, Sales & Service**() Buy clothing and accessories for a department store() Sell advertising space for a magazine() Provide beauty treatments for hair, faces, or nails() Run your own business over the Internet() Sell houses or land**\_\_\_\_\_ Total** |
| **15. Science, Technology, Engineering & Mathematics (STEM)**() Conduct experiments in a lab() Use advanced math to solve complex problems() Study causes of animal diseases() Study space and the solar system() Find alternate power sources**\_\_\_\_\_ Total** | **16. Transportation, Distribution & Logistics**() Drive a truck to deliver products() Pilot a ship or airplane() Drive a bus or taxi() Operate a train() Manage a distribution warehouse**\_\_\_\_\_ Total** |

1. Access **O\*NET OnLine** (online.onetcenter.org). On the home page, select “Career Clusters” under “Find Occupations.” From there, select the career cluster that received the highest score from above. Choose a job that you would one day like to have. State the career cluster and job you selected. State one benefit and one cost for the job you selected. State the education level required for this job position. State the salary and projected job openings for this position. No citation needed for this exercise. (4 points)

Part C score: \_\_\_\_\_

* **State the career cluster and job you chose here:**
* **State one benefit and one cost for the job you selected here:**
* **State the education level required for this job position here:**
* **State the salary and projected job openings for this position here:**

Exercise 8.1: Provide Data for Four Years on a Variable Measuring Your Societal Problem

Your Total Score: \_\_\_\_\_ (Maximum: 12 points)

1. Restate your societal problem and policy (including the same geographical location) as you stated in 7.1. (2 points)

Part A score: \_\_\_\_\_

* **Restate your societal problem here, including the geographic location you are focusing on:**
* **Restate the policy here, including the geographic location of the policy:**
1. Select one variable that measures a societal condition that you expect your policy to impact at the same geographic location stated in 7.1. The variable must use or be based on at least one piece of real data from a published print or electronic source. (10 points)
	* Provide data for four intervals of time. The last interval must be within the past calendar year. Up to three intervals can be estimated. If you are using academic data, use school years (ex. 2001-2002).
	* Data should be set up in a chart as shown in Chapter 8 of the textbook and using the format below, including all appropriate labels. **Delete brackets from the chart.**

Part B score: \_\_\_\_\_

|  |
| --- |
| **[Title of Chart (variable)]**  |
| **Time****Period** | **[Number** **of Variable]** | **Source or Rationale for Estimation** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Exercise 8.2: Calculate Percent Change Using Excel

Your Total Score\_\_\_\_\_ (Maximum: 20 points)

1. Using the formula presented in Chapter 8, calculate the percent change between the first and second year of the data presented in 8.1 of this module. (3 points)

Part A score: \_\_\_\_\_

* **Show the original formula and your calculations here:**
* **Write the percent change here:**
1. Using Excel, calculate the percent change between each of the four years as well as between the first year and the fourth year for the variable you collected. Show all four percent changes in the format shown in Chapter 8. Paste a screenshot of your Excel chart. (14 points)

Part B score: \_\_\_\_\_

* **Insert screenshot of Excel chart here:**
1. Describe the pattern or lack of it over the four years. You must quote directly from the terminology in Chapter 8.2 of the textbook in your description. (3 points)

Part C score: \_\_\_\_\_

* **Describe the pattern here:**

Exercise 8.3: Deciding the Years to Use for Your Benchmark

Your Total Score: \_\_\_\_\_ (Maximum: 6 points)

State the three time intervals for which you would set your benchmark. For education, use academic years; for all other topics, use standard years. Briefly indicate why you have chosen these years.

* **State what three years you set your benchmark for here:**
* **Briefly justify why you have chosen these years here:**

Exercise 8.4: Displaying Your Baseline Forecast

Total Score: \_\_\_\_ (Maximum: 16 points)

Place a trend line graph below that displays your historical data and your baseline forecast for the three years selected in 8.3, followed by a brief justification of the forecast. The gap between the end of your historical data (as entered in 8.1) and the beginning of your forecasted years must be shown on the graph. Refer to Chapter 8 in the textbook. Include a source at the bottom of the graph.

* **Based on the instructions in Chapter 8, insert your graph here:**
* **Write a clear justification of your forecast by quoting a player and one idea discussed in 8.4 of the chapter here:**

Exercise 8.5: Setting Your Benchmarks

Total Score: \_\_\_\_\_ (Maximum: 16 points)

After carefully reading the discussion in Chapter 8, indicate your three benchmarks in the spaces provided below that include the years chosen in 8.3, the benchmark, and the justification. You must use at least two of the five guidelines for setting benchmarks discussed in Chapter 8 in at least two different justifications. Use a direct quote from the textbook and provide an internal citation. Delete the brackets.

1. **Complete the chart below: [Title Fully Describing Variable Including Rate or %]**

|  |
| --- |
| **[Title Fully Describing Variable Including Rate or %]** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Year** | **Baseline** | **Benchmark**  | **Justification** |
|  |  |  |  |
| **Year** | **Baseline** | **Benchmark**  | **Justification** |
|  |  |  |  |
| **Year** | **Baseline** | **Benchmark**  | **Justification** |
|  |  |  |  |

Exercise 8.6: Using Benchmarks to Support your Policy Proposal

Your Total Score: \_\_\_\_\_ (Maximum: 16 points)

1. Identify a player to whom you would present an oral briefing using the benchmark you developed for Exercise 8.5. List the player’s name and title below. (5 points)

Part A score: \_\_\_\_\_

* **List the player’s name here:**
* **List the player’s title here:**
* **Briefly discuss why you chose this player to receive the briefing here:**
1. Place a graph that shows the historical pattern, baseline, and benchmark forecasts. There must be a gap between your historical data and forecast. Include a source at the bottom of the graph. (6 points)

Part B score: \_\_\_\_\_

* **Follow the instructions in Chapter 8 to insert a trend line graph, and insert your graph here:**
1. In no more than three sentences, describe the improvement forecasted for the policy as expressed in the graph as specifically as possible. (5 points)

Part C score: \_\_\_\_\_

* **Place response here:**

Exercise 8.7: References

Your Total Score: \_\_\_\_\_ (Maximum: 7 points)

* Prepare a list of references that includes all sources for this module.
* Follow APA style.
* Use only articles dated back no more than six months, unless otherwise stated in the exercise directions.

* **Start References on the next line or on the next page:**