**TPE PROJECT INFORMATION**

**Plan And Materials**

In the Team Policy Exercise (TPE) project, your team will propose a school policy that will ameliorate a societal problem at the school. The schedule will be:

|  |  |  |
| --- | --- | --- |
| MON | 8/31 | Students briefed on TPE in class.  |
|  |  |  |
| WED | 9/2 | **Assignment 1 due at 12:00 pm to TA.** Students meet in teams on zoom to work on Assignment 2. Draft of Assignment 2 developed by the end of class and sent to TA.  |
|  |  |  |
| FRI | 9/4 | Students meet in teams on zoom to continue working on Assignment 2. This meeting will be used to proofread the policy and make revisions. One copy of the **final, revised draft** will be due **by 4:00 pm to TA. The copy must include a properly filled out TPE Evaluation Form placed on the front of the memo.** |
|  |  |  |
| SAT | 9/5 | TPE debriefing. Professor Coplin will discuss the strengths and weaknesses of the memos.  |

Follow the exact format described for each assignment. Use complete sentences unless the directions specifically ask for a list. Your submitted assignments should be free of spelling, grammar, and punctuation errors.

The evaluation form on page 4 will be used to generate a score for your team. The evaluation form should be attached on the top of the final copy of the memo.

**Ways to Lose Individual Points:**

If you miss any meeting, you may lose 5 points for participation, as with any absence. You may lose additional points if your TA reports that you did not participate or make up the work you missed.

**Assignment 1: Team Planning**

**Fill in the report on this form and hand it in by the end of class on the date specified in the semester calendar.**

Team Number:

Names of Team Members:

TA:

Client:

Briefly identify the societal problem.

Propose and describe three policies the team thinks will best ameliorate the problem. List the three policies in order of rank as agreed upon by the entire team, listing most favored policy first.

1.

2.

3.

List research steps to be taken by team members before the next meeting to complete Assignment 2 successfully. Continue on the back if necessary.

Task Assigned To:

**Assignment 2: Policy Memorandum**

**Using the outline below and the template on the last page, write a draft of a memorandum by the end of class. It should be no longer than two pages. The subheadings should appear boldfaced in your final, typed memorandum. Assign one team member to type the memorandum. He or she should bring enough typed copies for each team member and your supervising TA to the next class meeting (see semester calendar).**

 **TO:**

 **FROM: TEAM #:**

 **DATE:**

 **SUBJECT:** (Clearly and briefly state the societal problem)

 **PROPOSED POLICY**

 (State the policy your team recommends.)

 **EXPECTED EFFECTS**

(State why your policy would ameliorate the societal problem.)

 **FEASIBILITY**

 (Estimate the likelihood your policy will be put into operation.

 Explain your estimate.)

 **INFORMATION SOURCES USED**

 (Discuss sources of information, including interviews. This may

 be in bullet form.)

References

(You must use one electronic or print source and have one internal
citation of a quote from the source in your memo. Provide a
reference to the internal citation on a References page following
APA format. The References page is a separate section from

Information Sources Used and should be on a separate piece of

 paper from your memo.)

**TPE Final Evaluation Form**

Team Number: Supervising TA:

**PROFESSOR COPLIN’S EVALUATION**

5 points: Format and Writing \_\_\_\_\_\_\_ points

 Comment:

5 Points: Subject Heading \_\_\_\_\_\_\_\_Points

10 points: Clarity of Proposed Policy \_\_\_\_\_\_\_ points

 Comment:

10 points: Justification of Effectiveness \_\_\_\_\_\_\_ points

 Comment:

10 points: Justification of Feasibility \_\_\_\_\_\_\_ points

 Comment:

# 5 POINTS: Amount of Information \_\_\_\_\_\_\_ POINTS

 Comment:

5 POINTS: Correct Internal Cite and Reference \_\_\_\_\_\_\_ Points

**TOTAL SCORE ...................................................\_\_\_\_\_\_\_\_ (50)**

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**FEASIBILITY**

(Estimate the likelihood your policy will be put into operation. Explain your estimate.)

**INFORMATION SOURCES USED**

(Discuss sources of information, including interviews. This may be in bullet form.)

References