

Final Checklist for Citizenship Project 2020

Section A	Have you included ALL the sections required?	✓ ✗
- Rationale		
- Aim of project (my aims and my group's aims) with a statement on HOW you plan to achieve your aim		
- a list of key findings from your research (these should be clear + concise evidence/data that YOU have discovered). Bullet points may be used here. Refer to qualitative + quantitative where suitable.		
- Have you made it clear how " <i>What you researched</i> " informed (helped to influence) "what you are planning to do"		
- Have you mentioned a variety of types of sources you have used (If possible offer a balance between government reports, NGO data and policies, news reports, interviews, websites etc.)? Have you briefly commented on the reliability and/or objectivity of those sources?		
- Reference your sources at the end of project (See below)		
*Marks may be lost if your stated aims are not linked to your action, if there is little evidence of good/relevant research, if your sources are not shown in the reference section		

Section B		
- Is your summary of actions undertaken clear, chronological (the order in which they happened) with evidence of the time spent working on project? Is the summary comprehensive (over the whole process, not just a brief section)? For group projects, have you used "I" + "WE" to describe actions? Can the examiner see evidence of the group collaborating and sharing out roles? Can you identify different types of actions (so that you can refer back to those things you did when talking about the skills)		
- Critical analysis of ACTION PLAN only (Not the entire process). What worked well? what didn't work well? Identify TWO specific challenges and how you overcame them (perhaps with an emphasis on collaborative responses).		
- What are the outcomes of your project? Depending on your aims, how can you show this? Who/what has changed? How do you measure the outcomes (Social Media – Twitter metrics and spread of your message, baseline and post action surveys, anecdotal evidence properly scrutinized, response to submissions from civil society organization)		
*Marks may be lost if you do not write in a clear and structured manner. Don't be overly reliant on bullet points, but write in structured paragraphs.		

Section C	
<ul style="list-style-type: none"> - What are the personal insights + knowledge you have gained by doing this project? i.e. what did you learn about your particular area of investigation (some general and some specific) 	
<ul style="list-style-type: none"> - What are the skills you have developed? (e.g. communication with different people/agencies, collating data, drafting submission, editing the report down to length, word-processing/I.T. skills) - Have you worked well with others? (others within your group, your teacher(s), the agencies you contacted) - Do you think you were personally effective in achieving your goals? (have you learned how to overcome similar difficulties that might arise in future projects) - What might you do differently if redoing this process from scratch? 	
<ul style="list-style-type: none"> - How did reflection (thinking about your project/rethinking) help you? (did you allow enough time to change your mind as you went through) - How did feedback from others help you? (Were there points where it was more confusing than helpful? Did it help you to see the topic from a different perspective? (Include peer, parent, teacher, and experts' feedback throughout the process) - How did learning from the course help you? (Did the course supplement your Project, or the Project offer extra insights into the course?) Which key thinker(s) most influenced you? Are there ways in which your topic made you think differently about the arguments that the key thinkers have made? - Have you used the words "Active Citizenship" somewhere? 	
<p>*Remember in 2018 the marks for this section were 'disproportionately allocated'. 4 were awarded from the 'Insights and knowledge', 4 went for your discussion of 'skills', but 12 were allocated to "REFLECTION, FEEDBACK, and LEARNING FROM THE COURSE" (presumably 3x4).</p> <p>***MAKE SURE YOU WRITE PROPORTIONALLY TO THOSE CRITERIA***</p>	

The **FINAL** thing you should do before you submit your project is to print it out as a **HARD COPY** and do a final reading just trying to do a 'copy edit' where you only look for misspellings, grammar mistakes, strange formatting and spacing, and strange syntax.

- Rewrite any sentence that is more than 4 lines long (as it has probably gotten out of control)
- Rewrite any sentence that has the same word/words repeated numerous times.
- Check that all of your 'referencing is accurate (see below)

If you struggle with accuracy like this, it can often be easier to 'buddy up' with someone in your class where you "Proof read" their project and they "Proof Read" yours. It's always easier to spot problems in other people's work than your own (plus you then get to talk about this in your 'feedback section!!!)

References/Bibliography

In this section you **MUST** list **ALL** sources mentioned throughout your report. You may also include other sources that you consulted but may not have mentioned in your report. (If possible try to have at least one or two extra just for the look of the thing!)

One way of completing your references is known as the **HARVARD** Referencing System

References should be done in 2 ways:

1. In Sections A, B, and C of your report use “In-text citation” in brackets. This means making reference to the author/source **IN** the text you are writing. Here is an extract showing what in-text citations look like in the Harvard Style

It has been claimed that due to funding being almost exclusively available from the Irish Film Board (IFB), Irish film makers are restricted to the type of Ireland they can depict in their work (MacDougall, 2009). Jervir (2011) argues that subjects such as Northern Ireland are disproportionately represented as these are key areas of interest to the IFB.

Depending on what fits best into the text you’re writing it could be:

Author’s surname (Year) **OR** *(Author’s surname, Year)*

Example: According to McDonagh (2001)

As has been argued (McDonagh, 2001)

2. In the Section at the end entitled “**REFERENCES and BIBLIOGRAPHY**” you need to give the full details of the publication.

The basic principle here is that somebody should be easily able to find what you’re referring to because you’ve given them all the details.

BOOK: Moriarty, D. (2012) Funding models for Irish film makers. Dublin: Collins Press.

JOURNAL ARTICLE: Jervir, C. E. O. (2010) 'Symbolic Violence, Resistance and how we view ourselves in Irish Film', World Cinema, 37(6), pp. 392-407.

EDITED COLLECTION: Lynch, Kathleen, Grummell, Bernie and Devine, Dymrna (2015) New Managerialism in Education: Commercialization, Carelessness and Gender (2nd edition). Basingstoke, UK: Palgrave Macmillan.

GOVERNMENT REPORT: Great Britain. Department for Business, Innovation and Skills. (2011). Bigger, better business: Helping small firms start, grow and prosper. Available at:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/32225/11-515-bigger-better-business-helping-small-firms.pdf (Accessed: 21 June 2013).

WEBSITE: The Guardian view on Jeremy Corbyn and Ireland: all about the border 2018, The Guardian, viewed 24 May 2018, <<https://www.theguardian.com/commentisfree/2018/may/24/the-guardian-view-on-jeremy-corbyn-and-ireland-all-about-the-border>>

In other words: Author/Editor Last name, Initials. (Year) Title. Edition. Place of publication: Publisher.

Finally, if you have any relevant diagrams, graphs, images etc., they go in the “**Images, Charts, and Tables**” section. these might be labelled Figure 1, 2, 3 in the main text and then labelled with the appropriate title in the final section.