Project 3 – The Proposal or Information Report

Purpose: Conduct inquiry-based research on a problem facing Loyola or the greater Baltimore area and propose some solutions to this problem. Or you may conduct research on a local not-for-profit organization and write an information report. Create an annotated bibliography and track your research in your work log

Audience: Your instructor and your peers

There are four parts to this assignment. In order for the assignment to pass, you must submit all four parts:

1. The proposal or information report: 2,000 words, or about 8 pages, for 20 points
2. The annotated bibliography: this will follow MLA, APA, or CMS style
3. The work log: you may set this up as a table or in paragraph form
4. The 5-minute PowerPoint presentation: 5-minute presentation, or about 7 slides, for 10 points

Your proposal or information report with the annotated bibliography and work log will be at your presentation on our final exam day.

The Assignment
Proposal: This semester, we have discussed race, gender, and political/socio-economic conditions in greater Baltimore. You may choose to dig deeper into these challenges facing the city, or you may identify another issue facing Baltimore to investigate. You may also choose to investigate a problem facing Loyola University (institution, students, faculty, staff) or the greater Baltimore area. Regardless of your topic, you will conduct research and find out as much as you can on the following:

• Causes of the problem and other contributing factors
• Other background information, such as past solutions
• People/institutions involved in the situation: decision makers and stakeholders
• Current possible solutions to the problem

Once you have conducted thorough research on the problem, propose one or two feasible solutions to address that problem. Focus on grassroots, affordable solutions rather than throwing money at the issue.

OR

Information report: You may conduct research on a local not-for-profit (aka "non-prof" or NP) organization and write a detailed information report on it. Though the organization's website may be a useful beginning for your research, your information report must provide much more information than the non-prof's site.

Regardless of which option you choose, you will write an annotated bibliography for this assignment. For your annotated bibliography, provide four types of information for each source:

1. Citation information
2. Summary
3. Evaluation
4. Reflection

For the summary, evaluation, and reflection section of the source listings, you may choose to write just **one sentence for each category of information**. Please use the Purdue OWL annotated bibliography resource for longer samples. For your work log, keep notes on your process that includes citation information, reflection on the source, and the time you spent working. See the work log handout on the course site for details.

PowerPoint Presentation
Your presentation should be five minutes long and should be composed in PowerPoint. For the proposal, the goal of your presentation will be to persuade audience members to accept your solutions. For the information report, the goal of your presentation will be to inform audience members about the non-profit you investigated. Use the guidelines for PowerPoint presentations on the Purdue OWL to help you compose your talk.

Assignment Goals
The goals of this assignment are as follows:

1. Demonstrate your ability to conduct inquiry-based research on a local problem and propose one or two plausible solutions to that problem; or, demonstrate you ability to conduct inquiry-based research on a local non-prof and compose a detailed yet easy to read report
2. Demonstrate your ability to select and analyze credible sources of information
3. Demonstrate your ability to track your research and record information on your sources
4. Demonstrate your ability to follow a research-based writing process to compose a college-level paper that follows MLA, APA, or CMS standards for in-text citation and the Annotated Bibliography.

The Content
For this paper, you will investigate a local problem or a problem involving Loyola, and you will investigate possible solutions to this problem. When composing your proposal, you should first fully explain the problem and then propose and explain solutions to that problem. Your research will be inquiry-driven, so you will have research questions on the problem you are investigating. These research questions will help you form your hypothesis about your problem, and *then* you will form a thesis to propose your solutions. Research questions will also drive the information report option.

If you choose to write a proposal, please see *Read, Reason, Write* chapter 11 for more information on content and samples. For the information report, see *Read, Reason, Write* chapter 13 for more information.

Some problems or non-profs you could investigate are in the table below. **The table also includes retired topics—topics that you should probably avoid**. If you feel very strongly about one of the retired topics, speak with me about why we should un-retire that topic for you. You may also want to match up your topic or non-prof with the subject you plan to study here at Loyola. For instance, if you intend to major in business, you may want to investigate the reasons more businesses do not open locations in urban locations. If you intend to become a teacher, you may want to choose a non-profit organization that supports local public education.

Possible Topics
- Health access in Baltimore City
- The digital divide in Baltimore City
- Redlining in Baltimore City
- Blockbusting in Baltimore City
- Literacy issues
- Violence issues
- Issues involving Freddie Gray
- Environmental issues
- Voting issues (gerrymandering, low turnout)
- Domestic abuse and sports
- Campus violence/discrimination
- Campus substance abuse
- Unethical business practices

Retired Topics
- Reducing college tuition
- Campus food issues
- **The Chesapeake Bay**
- Legalizing pot
- Campus parking
- Topics lacking exigency (*kairos*)

Local Non-Profs (also see: http://www.nonprofitlist.org/MD/Baltimore.html and our CCSJ website for Loyola community partners)
- GEDCO/CARES
- Abell Foundation
- Andrew W. Mellon Foundation
- Chesapeake Bay Trust
- Community Law in Action
- Cristo Rey Jesuit HS
- Acorn Maryland
- ACLU Maryland
- American Red Cross of Baltimore
- Annie E. Casey Foundation
- ASPCA Baltimore
- Baltimore Children's Museum
- Baltimore Community Foundation
- Baltimore Development Corporation
- Baltimore Free Store
- Best Buddies Maryland
- The ARC Baltimore
- Bon Secours of Maryland
- Cal Ripken, Sr. Foundation
- Catholic Relief Services

Here are some ideas you can use to further prompt inquiry questions into the problem:

- What is the problem?
- Define the problem
- Describe how this problem most often occurs from beginning to end
- Who is affected by this a problem? (decision makers and stakeholders)
- How big of a problem is it?
- What contributes to the problem?
- Where doest the problem occur?
- When has the problem occurred?

- How has the problem changed over time?
- What has changed recently to make this a problem?
- Who has tried to solve the problem in the past?
- What were the solutions?
- What were the costs and who paid?
- How well have past solutions worked?

Here are some questions you can ask about the non-prof you investigate:

- What is the purpose of the NP?
- What are its goals?
- What problems does it seek to address?
- Who is affected by these problems? (decision makers and stakeholders)
- How is the NP organized?
- What is the history of the organization?
- Who works for it?
- Who and/or what supports it financially? How does it get money?
- Where is it located?

- How does it work to address the problems it seeks to solve?
- What, specifically, does it do?
- What are some of its successes?
- What are some of its biggest challenges? (may have to conduct an interview for this and the other ones)
- What are the NP's short- and long-term goals/plans?
- How might Loyola students help?

The Format
This paper must adhere to MLA, APA, or CMS guidelines and must be around 1,500 words. Create an Annotated Bibliography and please follow MLA, APA, or CMS standards for in-text and end-of-text citation. Papers will be titled, typed in 12 point Times New Roman (or similar font), double-spaced, with 1-inch margins.

Grammar/mechanics rubric: for every 5 errors, I will deduct 1 point.

At the top of page 1, please type the following statement and sign your name: "I understand and will uphold the ideals of academic honesty as stated in the Honor Code."

You must use at least *seven* sources broken down into the following categories:

- *Three scholarly sources*: Scholarly sources include peer-reviewed journals (*Computers and Composition*, *Technical Communication Quarterly*). These should

be no more than seven years old unless you are using the source to discuss the background of the issue.

- *Two journalistic sources*: Journalistic sources are written by journalists, so examples of these would be articles from *The Baltimore Sun*, *The New York Times*, *The Washington Post*, *Time* Magazine, etc. These should be no more than five years old unless you are using the source to discuss the background of the issue.

- *One online source*: Online sources include *credible* government websites or reports, reports posted by think tanks (Center for American Progress, The Heritage Foundation, etc.), university websites and studies, or information web pages. These should be no more than five years old unless you are using the source to discuss the background of the issue.

- *One book*: Books include print publications from the LND library that are authored by experts, edited collections, or ILLed texts from other libraries. These should be no more than ten years old unless you are using the source to discuss the background of the issue.

* Wikipedia and online encyclopedias are acceptable resources to use to *begin* research, but they are not good to use as cited sources for this project.

Revision
You will have the chance to revise drafts of Project 3 during the last two weeks of the term. However, since the final draft of Project 3 is due on our final exam day, you will not have a chance to revise it once it is submitted. From Projects 1 and 2, you may choose **one** paper to revise. Your revision will be due with Project 3 and your PowerPoint presentation on our final exam day.