Earl Carl Institute Student

Assessment and Evaluation

JOURNAL WRITING AND PRESENTATION INSTRUCTIONS

In an effort to assess performance and growth, students will be required to (1) keep a reflective journal throughout the semester and (2) give a 3-5 minute presentation on their assigned project at the end of the semester. Presentations will be held **Thursday, April 30, 2015 from 3-5pm**.

**JOURNALS**

Students are required to keep three parts of the weekly journal as follows:

1. Indicate against the following list which of the activities you a practiced: organization and management of legal work or research and writing, legal analysis and reasoning, oral written and communication skills, team work, litigation skills, recognizing and resolving ethical dilemmas, maturity and judgment.
2. Consider the principal activities conducted during the week (this can include anything from the drafting memos, conducting legal research, drafting research outlines, conducting client or informational interviews)
3. Reflect on your experience, using this list of questions to structure your reflection:

* Which single activity that you have undertaken this week do you consider to be your best achievement?
* State the reasons why you consider this to be your best achievement.
* How could you further improve upon that achievement?
* State any reflective thoughts regarding any case, issue researched, material read or writing exercise conducted. Describe why you think it relates to ECI’s commitment to solving legal and social problems within urban and minority communities.

1. Journal entries are due weekly to your supervisor with a final journal “notebook” due at the end of the semester.

**PRESENTATIONS**

1. Students will be required to give a 3-5 minute presentation on their assigned project at the end of the semester.
2. Presentations will be expected to contain the following components:

* Overview of the project, i.e, purpose or importance of the project.
* Use of current data and statistics.
* Key findings.
* Recommendations for change.
* Conclusion

1. Students will be evaluated based on the following:

* Understanding of the project.
* Progress made on the project.
* Quality of presentation.
* Professional presence.