**Capstone Project Guidelines Template**

This project is all about engaging with a current, ongoing environmental crisis happening just down the road. Everyone who lives and works in **{local area}** and uses the municipal water is, or will be, affected in some way. For our work to have the greatest meaning and purpose, I invite all groups to contribute to **{local partner organization}**, a group/organization devoted to **{cause}**.

The founders of **{local organization}** will share with us their vision for what types of content would be most helpful and how to tailor that content for their platform. A few examples include

* Short interview series with researchers, city counselors, citizens, and others with close knowledge of the PFAS problem, either in the form of videos or newspaper-article-style blog posts
* Infographics, or even series of individual images with captions, that help explain related concepts to the public.
* Brochures or other easily-digestible handouts that could be printed and distributed at city council meetings or handed out at {local area} businesses.
* Short PSA/informational video for their social media platforms.

Format: Groups (if you really want to work alone, talk to me)

Deadlines: On **{date}**, you will share your projects with me, your colleagues, and {insert organization’s founders/liaison}. We will provide feedback to guide the development of your final product, due on **{date}**.

Instructions**:**

Step 1: In your group discuss the skills each of you are working on, and how those might have evolved so far. What kind of project would allow you each to apply your strengths or hone your skills and create something you’ll be proud to share?

Step 2: As a group, review the **{shared document}** experts and citizens who have agreed to be interviewed as a part of your project, and the information about them. Choose one person to interview, and sign up.

Step 3: Decide what type of material you want to create for {**organization**} at the end of this unit. What aspect of your interviewee’s understanding of PFAS in **{local area}** might you want to focus on (this may evolve as you talk to them, and that’s okay, too)? Submit both a timeline and a one-paragraph proposal for what you might create by **{date}**. In your proposal, please provide a mutually-agreed-upon 1) internal team communication approach and 2) weekly team meeting time (outside class). Pro tip: WhenisGood or other polls are invaluable in helping busy teams find common availability for meetings.

Step 4: Delineate your roles.

Team leader makes sure forward momentum is happening. Creates meeting agendas (with input from team), sends meeting agendas out 24 hours before meeting, and checks in with any individual team members who seem like they might need the team’s help or support (and then coordinates that support).

Process manager sets up scheduling polls (use Doodle, WhenIsGood, or another poll, and set a deadline for responses), notifies group of meeting schedule, and sets up and shares WebEx links and call-in numbers. Sets up a shared **{insert online sharing platform, e.g. Google, OneDrive, etc.}** folder for research and draft materials in-development.

Note-taker maintains a shared **{insert online sharing platform, e.g. Google, OneDrive, etc.}** of notes that document key decisions and action items (and to whom those items are assigned) to be completed before the next meeting or deadline. Corresponds with the instructor on the group’s behalf whenever necessary, and submits all materials.

Editor and quality control specialist reviews drafts and final materials to ensure a consistent voice and tone, that it is appropriate to the intended audience, and includes all necessary information to create a strong argument.

Step 5: Develop a detailed timeline- what are the major milestones or interim deliverables? When do you need to finish those to finish the project before **{due date}**?

Reach out to your expert the week of **{date}**. Introduce yourselves, let them know you’re grateful for their time, and work with them to schedule an interview time. When you’ve settled on a time, send a link (and passcode, if needed) for the Zoom/WebEx/etc. room where you’ll host the interview.

When you first reach out, ask if your interviewee is comfortable with you recording the interview. Let them know whether you’d like to use the video for a **{insert organization}** post, or whether it’s just for your reference as you create an article or infographic. Let them know that if they aren’t comfortable with the video being shared, you will find an alternative product to create.

Create an interview script for your conversation with your expert and decide who will ask which questions. Remember that it’s fine to ask follow-up questions if you didn’t get what you need, or to follow up on something interesting they’ve brought up instead!

At the end of the interview, thank your expert, and ask 1) if they’d be willing to answer any follow-up questions by email or phone call, and 2) if they’d be willing to review your final product before it is posted on **{insert organization}** and give you feedback.

After the interview, evaluate what you learned and consider how you will create your product. Remember that you don’t need to use everything your expert told you, but that it’s very important that they don’t feel that their ideas have been taken out of context.

Everyone should share equally in the work, and please endeavor to keep the development process as collaborative as possible (use round-robins to get ideas on the table, consider the strengths and weaknesses of every idea equally).

On **{date of final presentations}**, we will view one another's work and give feedback.