DATES can be altered

**TPE PROJECT INFORMATION**

**Plan And Materials**

**Revised 9/12/21**

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

 DATES

|  |  |  |
| --- | --- | --- |
|  |  | Teams briefed on TPE in auditorium. Students meet in groups and complete Assignment 1. **Assignment 1 is due at the end of class.** |
|  |  |  |
|  |  | **Draft of Assignment 2** **developed by the end of class**. |
|  |  |  |
|  |  | Teams bring enough copies of **typed draft of Assignment 2** for each team member and your supervising TA. 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 p.m. in Maxwell 102. The copy must include a properly filled out evaluation form.**  |
|  |  |  |
|  |  | TPE debriefing. Professor Coplin will discuss the strengths and weaknesses of the memos.  |

Each team will complete Assignment 1 and a first draft of Assignment 2 in class.

The next draft and a final draft of Assignment 2 must be typed.

The final copy must be handed in.

Follow the exact format described for each assignment. Use complete sentences unless the directions specifically ask for a list. Your assignments should be submitted 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 to the top of the final copy of the memo.

**Ways to Lose Individual Points:**

If you miss any meeting, you will 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**

**Write a draft of a memorandum by the end of class. It should be no longer than two pages and follow the outline below. 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 printed 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.)