# **Group Presentation Assignment:**

# **Community Financial Literacy Project**

# **Purpose**

In a small group of four, students create and/or adapt a financial literacy tool, seminar, or workshop designed to meet the needs of community members at risk. Financial Consumer Agency of Canada’s (FCAC) call to action, Canada’s Financial Literacy Strategy 2021-2026, identifies “a 5-year plan to create a more **accessible, inclusive**, and **effective** financial literacy ecosystem for all Canadians (FCAC, 2021). This group project builds on your previous experience presenting Junior Achievement and Financial Literacy Day/Week at AC activities. The project consists of two parts, a report written IN YOUR OWN WORDS explaining the process, decisions, and activities your group underwent in the creation and facilitation of your financial literacy community project and the presentation itself.

# **Learning Outcomes**

* Use advanced interview strategies to draw out client needs and concerns. (VLO 8, 4)
* Exhibit professional behaviour in a practical work setting. (VLO 8, 9)
* Solicit and reflect on feedback regarding client interaction role-play experiences to improve professional practice. (VLO 6, 9)
* Formulate recommendations for improved performance based on financial services-related experiences (VLO 6)

# **Instructions**

Your professor will be providing a list of community agencies serving clients who are financially vulnerable. You will also be introduced to a mentor organization.

**Required Documents: (40% Total grade)**

1. All group members will complete a Group Contract. Please contact your Professor if there is a member of your group that you have been unable to contact.
2. Group meetings will be documented on a Group Meeting Log. If any members are not communicating with their group, they may be removed from the group and will lose the 40% of the grade assigned for this assignment. Group Meeting Logs will be held by your Professor.
3. Each group member will also complete a confidential Self and Peer Evaluation. The Peer Evaluation is submitted online (see Quizzes) to your Professor on the day the assignment is submitted.
4. **Deliverables:** At each in-class check-in, a deliverable will be assigned and due to your Group page the following week. The deliverable schedule is as follows:

* Week 7: Contracts, Timeline, and Plan drafts
* Week 8: Interview with Community partner and Mentor
* Week 12: Project draft report
* Week 13: Final report due
* Week 14: Presentation and self and peer evaluations

# **Part 1: Written Report (30%)**

## Layout:

Text must be a minimum of 4 full pages and a maximum of 5 full pages (not including cover page, reference page and embedded images). In your report, summarize your meetings, activities, conversations, and research conducted in the development of your project. Where possible, use images, pictures, graphs, and other visual elements to illustrate your text. Use a conclusion to summarize your findings.

## Formatting: (15%)

The font must be 12-point font. The body of the report should be spaced at 1.15. Any long quotes or lists should be single-spaced. The title page will include the report title, the names of your group members, date, course code with section and Professor. If you want to make it beautiful, add an appropriate image or background. In the body of the report, use subheadings to properly break your report into sections and subsections and number all pages. Include a table of contents so that your report is easy to navigate.

## Appearance:

Report should look clean and professional. See rubric below for essential elements. In order to produce a seamless report one or two people will have to edit the final report so that the “voice” is consistent and there is no overlap in information. **You are responsible to and for one another**. Check each other’s work for content, references and errors. Everyone shares the mark so you will want to share the editing responsibilities.

## References: (5%)

**You must reference all words and thoughts that are not your own**. Any instances that are identified using plagiarism detection tools will be sent to the Academic Integrity Representative for an investigation and decision.

**Refer to Algonquin Academic Policy AA48: Academic Integrity for submission expectations.**

* If you wish to quote a sentence or a term from an individual interview, website, blog or article, place the content in quotation marks, identify the author and date in brackets, and then list it in the bibliography/reference page at the end of the document.
* If you wish to use someone’s concept but you are using your own words or summarizing it (e.g. a list of categories would be someone else’s even if you are using your own words or examples) you would not use quotation marks but you would still have to reference whose concept this is.
* Your bibliography/reference page is a collection of all sources that were used and it must be arranged alphabetically. Only list those sources that actually influenced the content of your report (any additional references are unnecessary padding).

## Formatting References:

**Visit the Library using the link below for tips on using APA style references**: <https://algonquincollege.libguides.com/c.php?g=155499>

# **Part 2: Presentation (10%)**

Your group will create a presentation for your community partner clients. An opportunity to practice presenting your project to small groups of 3 in a full class “poster session” will be conducted in the second-last class of the semester.

## **Presentation Requirements for clients**

Your presentation must have the following minimum requirements:

* Images, charts, pictures, or graphics to illustrate main concepts
* Examples of best practices and common errors
* Tools and resources that can be used to solve problems
* Fits on one poster board that will be left behind for the community’s use

**Poster Session PPT or Alternate Presentations to peers** may include a self-directed video, puzzles, Prezi, and must have the following minimum requirements:

* Minimum 5 pieces of content for body, maximum 10 not including introductory, quiz and bibliography
* No more than 15 minutes in duration, includes time for assessment and follow up questions
* Appropriate use of images, charts, pictures or graphics

**Quiz**

In a separate document or tool, you must provide the audience with a quiz or other test (such as a multiple-choice quiz), to assess the audiences’ of knowledge of the material (5 – 10 questions).

**Alternate assessments** to multiple choice include: Crossword puzzle, word scramble, word search or online game such as Kahoot or Quizlet

**Rubric**

Students will create their own presentation rubric for use by the Professor, mentor, and audience.

**Follow up and Assessment**

Students will create a follow up survey to gauge participant learning and engagement. Survey to be sent to employer partner and community audience immediately after the presentation.

# **Group Research Assignment Rubric**

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| **APPEARANCE**  **/15** | Beautiful cover page image supports content  Name of professor, date, topic, and team members on cover page  Table of contents  Appropriate section subheadings  Pages are numbered  Report has been edited for flow and uses one voice.  Written well grammatically  Good sentence and paragraph structure  Absolutely no spelling errors  12 pt font and 1.15 spaced  Length is more than 4 and less than 5 pages |
| **CONTENT**  **/60** | A thorough summary of your meetings, activities, conversations, and research conducted in the development of your project  Easy for reader to understand, a logical order is followed  Includes an introduction, body, and conclusion  Visual aids used illustrate text and clarify points  Your report makes sense and is clearly stated  **(40 Marks)**  PPT /Presentation is informative and concisely captures report highlights. Attractive use of images and visuals includes all required elements.  Presenter is knowledgeable, confident, captures audience **(20 Marks)** |
| **REFERENCES**  **/5** | Own words are used through-out entire report, where “quotes” are used, author is identified (in brackets) and referenced on separate ref/bib page.  Evidence of varied, and creative research i.e. magazine articles, books, websites, and in-person interviews with a knowledgeable individuals.  Sources are referred to in your content  References are current and valid  References are in alphabetical order  APA format |
| **TEAM MANAGEMENT**  **/20** | All check-in deliverables in Teams files  Work appears equal for each member  All communication in Teams chat (no separate emails or alternate discussion forums)  Each team member is accountable to other members  Each member met deadlines  Cooperation and professional behaviour demonstrated by team members  Minimum three meetings per member documented in *Group Meeting Log*  Peer and self-evaluations are completed and submitted. |