

SW100 MAPPING AGENCY REPORT ASSIGNMENT

Program Coordinator: Dr Donald Yeates

Length: 1,000-1200 words

Value: 30% of final assessment marks for the course

Due: End of week 10, 3rd May.

Read *Cleak and Wilson- Surviving in a Human Service Agency* pages, 27 – 30.

This assignment requires you to map out and write a report on the organization where you are doing your 40 hours of volunteer work. Use the questions in Exercise 3.1 in Cleak and Wilson Text book page 28 to assist you in your research and gathering the data needed for the report.

Present your findings using the following report outline:

1. **Cover Page** that indicates Your Name and Student ID Number, Course Code, Code Number, Date of Submission and Assignment Title.
2. **Introduction** that highlights what the report is about.
3. **Methodology** that discusses methods and tools used to gather information on the report and the Ethical Considerations.
4. **Discussion of findings** that clearly outlines your understanding of how the agency works reflecting the data obtained in Exercise 3.1 of Cleak and Wilson.
5. **Conclude** by summarizing your findings.
6. **References and Appendices.**

It is important that your report is written clearly and using full sentences and paragraphs.

The **Marking Criteria** below will help you write your report.

Learning Outcome: Analyze the methodologies used in government, private sector, non-government and civil society organizations and international development institutions.

Facets	Elements	23-30 marks	19-22 marks	15-18 marks	Below 15 marks
Embark and clarify	Introduction	Establishes the context to the subject and presents the findings in a clear and effective unit	Establishes the context to the subject and presents the findings as a developed unit.	Establishes the context to the subject and presents the findings.	Attempts to link the context to the subject and presents the findings but held together ineffectually
Find and generate	Research	Wide range of appropriate and relevant references, fully integrated into the report with a mix of direct and indirect Quotations. Citations wholly accurate; bibliography complete and accurate	A range of appropriate and relevant references, generally well-integrated into the report with a mix of direct and indirect quotations. Most citations correct; bibliography good, only minor errors	An attempt made to apply findings to the report; the balance of direct and indirect quotation is uneven, and relevance is sometimes questionable. Citations show several errors; bibliography satisfactory	Applications of findings to report is uncertain; heavy reliance on one source; relevance of material is very questionable and Citations show many errors; bibliography poor
Evaluate and reflect	Quality of analysis	Consistency of ideas throughout the report; thoughtfully evaluated ideas and research.	Consistency of ideas reasonably maintained; appropriately analyzed ideas and research	Consistency of ideas maintained; applicable ideas and research	Consistency of ideas poorly maintained.
	Conclusion	Thoughtful final perspective with mature closing thought	Appropriate final perspective with a logical closing thought	Relevant, modest final perspective; satisfactory closing thought	A final perspective with weak closing thought
Organize and manage	Plan	Clear identification and separation of relevant ideas with details	Clearly showing relevant ideas with details	Limited grasp of or distinction of ideas	Ideas do not reflect the issue. Major elements missing
Analyze and synthesize	Logical organization	Effective sequential pattern.	Appropriate sequential pattern.	Relevant pattern that supports the findings	Attempt made to create a reasonable pattern, but the effect is not sustained
Communicate and apply	Grammar	Grammar wholly accurate	Grammar mostly accurate	Errors minor but consistent	Errors impede comprehensibility
	Accurate writing conventions	Vocabulary wide and accurate; spelling and punctuation error-free; neutrality of tone sustained	Vocabulary wide; occasional errors in word choice; spelling and punctuation mostly correct; neutrality of tone sustained	Vocabulary adequate with several errors in word choice; spelling and punctuation errors noticeable; neutrality of tone mostly sustained	Vocabulary simplistic or pretentious with frequent word choice errors; errors of spelling impede comprehensibility; neutrality of tone inconsistent

Adapted from

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