**Guidelines for Reports for POLYS 110**

**Spring 2017 (Prof. Andy Howard)**

Each student will be responsible **either** for an oral presentation or written report during this course.

**Guidelines for oral reports**

Oral presentations will be done in class on a unit of local government. Presentations should last 10-15 minutes long and will be done in PowerPoint. I will permit a two-person group presentation.

Presentations will cover the following governments:

1. Whittier
2. Santa Fe Springs
3. El Monte
4. S. El Monte
5. Pico Rivera
6. LA County- one each from the following
   1. Sheriff
   2. Parks
   3. Health
   4. Unincorporated LA County (local areas such as East LA or Hacienda Heights)
7. Rio Hondo College District
8. Sanitation District

As part of preparing the reports, the following activities are required:

1. Attend at least one governmental meeting
2. Interview at least one official (city council member, district official, city official, etc.)
3. Prepare 5 multiple choice questions based on your presentation

Presentations will cover:

1. What are the demographics of the area served?
2. What are the economics of area served?
3. What are the main duties or functions of the government or agency?
4. What is the structure and process of the government or agency?
5. Where does its revenue come from?
6. How does it spend its revenue on?
7. What are the current key issues?
8. What is the level of political participation in the community served?
9. How is city, district or agency related to other units of government (federal, state, county, etc.)?

**Guidelines for papers**

All students not doing an oral report on local governments, will be required to complete a paper on one of the following topics:

1. Immigration
2. Obamacare replacement
3. NAFTA (North American Free Trade Agreement)
4. An issue of your own choosing (I will approve topic)

Each paper will explore the following:

1. What is the issue about?
2. What roles do the various branches of government (President, Congress, Courts, state and local) play in this issue?
3. What are the major interest groups involved in this issue? How have they promoted their cause?
4. What is the public opinion on this issue?
5. What do you think should be done?

All papers must have a thesis statement and all sources must be referenced. Papers will be submitted online so that they can be checked for plagiarism. The expected length of papers will be 8-10 pages long, double spaced, in 11 pt. font.

All students must have their papers reviewed by the Writing Resource Center at Rio before submitting.

We will provide class time for an orientation to library research and for doing individual research.

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| **Date** | **Oral Reports** | **Papers** |
| Feb. 16 | Topics due | Topics due |
| Feb. 21 | Topics approved | Topics approved |
| Feb.23 | Orientation to research in Library | Orientation to research in Library |
| Mar. 2 | Work on project in Library | Work on project in Library |
| Mar. 14 | Outline of presentation due | Outline of paper due  Submit appointment with WRC for 1st meeting |
| Mar. 21 | List of meetings you will attend & people you will interview | Bibliography due |
| Ap. 25 | Draft PowerPoint slides due |  |
| May 4 | Practice presentations | Work on paper during class |
| May 9 | 1st presentations | Final review by WRC |
| May 11 | 2nd presentations |  |
| May 13 | 3rd presentations |  |
| May 15 |  | Papers due |
| May 23 | There will be questions on the presentations on the final exam. | |