1 Suggestions for helping students

Assisting with tasks and procedures

Help students understand the steps they must take in developing their Project Citizen portfolios. When necessary, explain the tasks associated with developing the class portfolio and preparing for the simulated hearing. Review the Project Citizen Portfolio Criteria Checklist on page 49 of the student book and assist them in using it to perform a self-assessment of their completed work.

Gathering information

Help students identify sources of information that could be useful to them. Explain how to gather information about the problem under consideration efficiently and effectively. For example, you might help students

- Find information at the library
- Locate and use computers to find appropriate information or valuable resources available on the Internet
- Use telephone books or computer-based directories to locate government officials or agencies and appropriate private organizations that may provide pertinent information
- Contact people in the community who might be good sources of information
- Write letters or emails requesting information
- Prepare to interview resource individuals by role-playing that person
- Provide transportation to interviews and other places where they can find information

Preparing presentations

Coach students in creating and organizing oral presentations of their portfolio. Help set up presentations before community groups or government bodies.

Reflecting on the experience

Help students prepare written statements about what they have learned by participating in the Project Citizen program. Focus attention on what knowledge they gained, what civic skills they developed, and how their attitudes and dispositions about their roles as citizens in a representative democracy changed. What problems did they encounter and what would they do differently if they were to develop another portfolio?
2 Limiting your assistance

Gathering information

Do not assist students by

- Collecting information for them
- Writing letters and emails or making phone calls for them
- Doing research that they should be doing on their own

Portfolio preparation

Do not assist students by

- Writing materials for them to include in the portfolio
- Preparing their presentation statements
- Creating illustrations or other graphic materials
- Selecting materials to include in the portfolio

Oral presentation preparation

Adults should not prepare presentations for students.