

[untitled_]

The History Book Project

starring PSHS Batch '10

THE PROJECT MANUAL

Revised: 23 January 2008

[untitled_] is the grand finale to our history class for the year.

We began with the promise of making history. Throughout the year, we built on our traditional understanding of it and rediscovered history as dynamic and creative – because of us! So now we make good on that promise. This is all [untitled_] until you finish writing your own story.

GOALS

The goals of the project are as follows:

- To create a historical account of the class using the journals kept through the school year
- To appreciate history as a process that is alive, active and ongoing
- To utilize a unique project structure based on the principles of globalization
- To discover how history forms bridges and establishes a sense of community
- To keep a memento of what a lot consider to be their toughest year in high school

TOOLS

To participate in this project, you will need the following:

- Your daily journal
- Word processor
- Kit materials (short brown envelope, short bond paper)
- Desktop publishing software (for Editorial team)
- An Internet connection
- An e-mail address (for use later)

DEADLINES

The following deadlines are for strict compliance:

- HBP kit: January 31 (for Thursday sections) and February 1 (for Friday sections)
- Final output: February 29 (12noon, Friday for all)

PROCEDURE

This project will be using a unique model based on open source and supply-chain concepts, two factors that help drive globalization in the world (this will be a lesson in February). The structure is based on **Three Major Principles**:

- *Everyone contributes to the project*
- *There must be equal opportunity to all*
- *The best contributions receive the most credit*

What follows are the guidelines to help you meet the project's deadline.

STEP 1: History Book Project Kit (HBP Kit)

For this component, you are expected to submit: 2 to 4 typewritten journal entries and a maximum of 5 asset submissions (optional). Place all in a short brown envelope with your name.

1. First of all, make sure you have your journal (checked for the 3rd quarter) with you.
2. Read through your entries and identify two to four entries that are either (a) important for you, or (b) unique to you (only you could have that entry). To help you out, I **highlighted** some entries.
3. Type your chosen entries on short bond paper. **DO NOT TYPE OR WRITE YOUR NAME ON YOUR PAPER.** When rewriting your entries, take note of the following guidelines:
 - DON'T FORGET THE DATE. (repeat this to yourself over and over)
 - Completely eliminate or greatly tone down cuss words.
 - It's up to you whether to keep people mentioned in your entries anonymous or not.
 - Clean up your entry's spelling and grammar errors. You may edit or shorten as well.
 - Completely eliminate text speak. Please S-P-E-L-L everything out.
 - You may keep the current language (English or Filipino) of your entries.
 - For entries with both English and Filipino, please avoid sentences where you shift between the two languages within one sentence (ie. Kris Aquino speak). You can however, alternate between full English or Filipino sentences within one paragraph.

4. If you are not satisfied with any of your current entries, you may opt to do a **retrospective**. Put simply, a retrospective is a reflection paper into the past. You write about past events from the point of view of the present. For example, talk about the first day of school now that the year is almost over. Did the year validate or disprove your first impressions?
5. There are two types of retrospectives:
 - **Specific** – talks about one isolated event or issue in the past. In this case, label your entry with the date of the original event *and* the current event. EXAMPLE: 4 June 2007, writing from 28 January 2008.
 - **General** – talks about a series of events or the context of events. In this case, label your entry with the current date.
6. **Prepare any assets you wish to include in your package.** Assets are contributions which can be used to enhance the final output. There are five categories of assets and you may include any of them in your submission. As much as possible, place assets on a short bond paper.

Category	Type
1	artwork, drawings, comic strips
2	quotes, lyrics, jokes
3	stories and poems
4	photographs (print drafts only)
5	final book designs

7. Multiple contributions under one category will count as only one. EXAMPLE: Since you are allowed a maximum of five asset submissions, submitting five stories will count as just one asset submission.
8. Like the journal entries, **DO NOT TYPE OR WRITE YOUR NAME ON THE ASSETS.**
9. Submit all entries and assets in a short brown envelope by the deadline. You will also be required to upload your entries to our online classroom later on. (See #13)
10. The penalty for late submissions are as follows:

Late by	Penalty
1 day	one entry and two assets will be randomly rejected during sorting
2 days	two entries and three assets will be randomly rejected during sorting
3 days	three entries and four assets will be randomly rejected during sorting
4 days up	student will be required to do two book reviews instead (one as project, the other as long test)

STEP 2: Sorting

This step will be performed by Sir Martin and some volunteers. Read on to find out how to volunteer, what for and why.

11. Upon receipt of your submissions, I will label each one with a serial number. The serial number will follow this format:

(section)-(student number)-(contribution type)-(contribution number)-(date)

Here is an example: AD-01-J-01-062707

The section code is composed of the first two letters of your section's name.

The student number will be determined by the random order I pick out your envelope. I will shuffle the envelopes first, then if yours is the first one I open, I label you "01". If you are the thirtieth to be opened, then you're "30".

The contribution type codes are as follows:

J	Journal entries
A	artwork, drawings, comic strips
Q	quotes, lyrics, jokes
S	stories and poems
P	photographs
D	final book designs

The contribution number will be determined by the order I label that entry. When I take out the materials from the envelope, I go through the stack. The first contribution I label will be "01", the fifth will be "05" and so on. The date is obviously the date of the entry.

12. **You are required to retrieve your serial numbers from me.** You can request it three ways: (a) in person during consultation hours, (b) via Yahoo! Messenger and (c) via e-mail.

TAKE NOTE: Keeping your entries as anonymous as possible will ensure the fairness of the project. You will be responsible for keeping your serial numbers confidential. You will not be given new serial numbers.

13. Once you have your serial numbers, upload your entries to our **online classroom** at nicenet.org. (See the section "Logging on and Uploading to our Online Classroom" at the end of this manual.)
14. **February 2 (right after card giving) is Sorting Day.** I will need **a team of ten with two people per section.** Together, we will go through all the entries and put them in chronological order. This is done to help the editorial teams along. Here are the guidelines for volunteers:

- We begin 1pm at the Faculty Center.
- You will be assigned a section other than your own.
- You will not be allowed to see or touch the entries of your own section.
- The identities of the writers will not be revealed to you, nor must you try.
- You are discouraged from taking your time to read others' entries.
- You will receive 15Chi for your effort (and *maybe* food too!).

STEP 3: The editorial team

15. **You may begin forming your editorial teams right now.** There are no fixed positions, no division of labor, and no fixed team structure. **My only limitation is to limit your maximum number to 7 members. There is no minimum number. (You can be a team of one.)** **Deadline of grouping: February 15. After that date, no more alterations.** All else is really up to you as long as you deliver the final output.
16. **There can be multiple editorial teams in one class.** Each editorial team will produce one final book. *This requirement will take the place of a book review for your 4th quarter long test.*
17. **IMPORTANT:** As an editor, you agree that your serial numbers will be made public.
18. **MORE IMPORTANT:** As editor, you will keep the identities of the contributors anonymous in the event that they are revealed to you.
19. **TIP:** If you have no team yet, build your team by looking at the different submissions. Go through the assets and if you find the talent you need, approach your classmate and recruit him/her to form an editorial team!
20. **Starting February 4,** the editorial teams may begin looking at the submissions. I recommend that you secure photocopies of all the submissions or at least those you intend to use.
21. **By the week of February 11 to 15,** note down all the serial numbers of the contributions you plan to use. Keep this list private and submit a copy to me together with the final output.
22. Use the entries uploaded to our online classroom to help you build the book. It is your choice to contact the owner of the contribution directly and request for a digital copy. However, you may have to respect the owner's request to remain anonymous.
23. **Submit the final output on February 29.** Editorial teams will have the final say on every single aspect of the book. You may produce as many copies as you wish, but I require one copy

which I will grade and keep for myself. Also submit a PDF copy via CD. If a converter is unavailable, inform me and I will help you find one.

STEP 4: The End of History (on the last day of class)

24. As long as one final output is submitted to me, the members of the class eligible for exemption will automatically be exempted. An exemption means that the Class Standing component (70%) will be taken as 100%. Those exempted still have the option of taking the Final Exam.
25. If only one output is produced, that single editorial team will have a short presentation sharing their experiences creating the project and writing the history of the class. This single project will instantly receive the distinction as the official class history. However, they will not receive one of the privileges given to a class where multiple projects are present. (See #28)
26. In the event of multiple outputs, the editorial teams will present their book on the last day of class. During the presentation, the teams will do their best “to sell the book” to the entire class and convince them that their work best represents the history of the class.
27. Then the class votes through closed ballot as to which project will be declared the official class history. To avoid a prejudiced (biased) vote, the raw score of the projects will not be revealed. The raw score of the winning project will be used to calculate everyone’s grade.
28. **The winning project will receive the following:**
 - *The distinction of being the official class history*
 - *A flat 1.00 in this requirement (Long Test + Project) for the winning editorial team (only if there is more than 1 editorial team in the class)*
 - *A prominent online feature in the History Book Project blog to be launched in March (hopefully by then someone can suggest a great name for the project!)*
 - *A preface and an afterword written by Sir Martin for the final edition*
 - *Sponsorship from Sir Martin to have two copies printed for our library*
 - *The option to have the book mass produced for the class (logistics and possible sponsor support to be discussed later)*

GRADING SYSTEM

The following grading system will be used in this project. Take note of that which applies to you.

For contributors

Your grade will be partly individual and partly class. The ratio will vary depending on the number of your contributions the editorial team uses. The “Individual %” will remain constant while the “Class %” will be multiplied by the raw score of the final output.

Your grade here will go to your project component (30%).

Contributions used	Individual %	Class %
1	10%	90%
2	25%	75%
3	50%	50%
4	75%	25%
5	90%	10%

For editors

Your grade will be taken mostly from the quality of the final output while a considerable part will be based on your peers’ evaluation of your performance. If you work alone, then your entire grade will depend on the project’s score.

Your grade here will go to your long test (35%) and project components (30%), taken together (65%). You are exempted from the book review LT so you can focus on this.

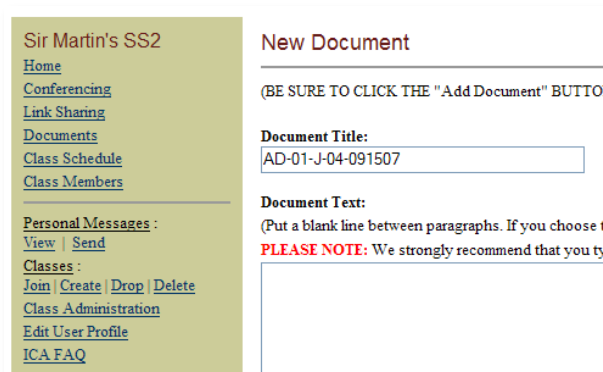
	Criteria	Qualifications	Percent
80% Project	Creativity and originality in design	Does the design standout? Is it unique? Is the title apt?	30%
	Historicity	Does the book tell a story? Are events represented fairly? Does the book make good use of the source (entries) available?	50%
	Material Quality	Is everything neat and well-done? Organized?	20%
20 % Peer	Peer Evaluation Score	Using the evaluation score, how well did the editor perform together with his/her peers?	100%

APPENDIX: Logging on and Uploading to our Online Classroom

For this project, we will be using the free online classroom platform provided by nicenet.org to manage the numerous entries which the various editorial teams will use to build the final book. It also enables you to log on as anonymous, and that suits our purpose perfectly. Too bad the site only launched this 2008. We would have definitely used this in class for the entire SY.

You are required to register and upload your entries through that system. While you may contact and transfer e-copies to an editor directly, I require your presence in this system to allow other editors (if there are) to work with your entries as well.

1. In your web browser, go to <http://www.nicenet.org>
2. Click on “join a class” on the right-hand side.
3. You’ll be asked for a classroom code. Key in the code provided by me in class, by me in person (or through the web), or by your classmates. When you are prompted to join the class, you should see your section’s name on top.
4. If you see another section’s name, verify the right code from me.
5. Register by leaving your e-mail and password. DO NOT LEAVE YOUR REAL NAME. Leave the First and Last name fields blank if you wish to be called “anonymous”. You may also use a pseudonym.
6. After registering, you should be on the main page. For now, the only relevant menu item for us is DOCUMENTS.
7. Copy and paste your entries on the main text editor window. For the entry’s title, **key in the serial number of that entry**. Example:



The screenshot shows the 'New Document' page in the Nicenet.org interface. On the left is a navigation menu for 'Sir Martin's SS2' with links for Home, Conferencing, Link Sharing, Documents, Class Schedule, and Class Members. Below this are sections for Personal Messages (View | Send) and Classes (Join | Create | Drop | Delete, Class Administration, Edit User Profile, ICA FAQ). The main content area is titled 'New Document' and includes a warning: '(BE SURE TO CLICK THE "Add Document" BUTTON)'. It features a 'Document Title' field containing 'AD-01-J-04-091507' and a 'Document Text' area with instructions: '(Put a blank line between paragraphs. If you choose to)' and a red 'PLEASE NOTE: We strongly recommend that you typ'.

8. Don't forget to save your document and log out from the class when you're done. That's all!