

CEC33: Community Project Development

Introduction and Assignments

Semester 2, 2014

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CEC33 (IA) 22014

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Calendar for semester 2, 2014

Beginning of semester 2	Week 1	21 –25 July
Laucala, Emalus and Alafua campus students - Final day for withdrawal with remission of tuition fees for semester 2 courses is 1 August 2014	→ Week 2	28 July–1 August
	Week 3	4–8 August
	Week 4	11–15 August
Other USP Campuses students: Final day for official withdrawal with remission of tuition fees for semester 2 courses* 29 August 2014	→ Week 5	18–22 August
	Week 6	25–29 August
	Week 7	1–5 September
Mid-semester break	→	6–14 September
Final day for official withdrawal <i>without</i> remission of tuition fees for semester 2 courses is 26 September 2014	→ Week 8	15–19 September
	→ Week 9	22–26 September
	Week 10	29 September–3 October
	Week 11	6–10 October
	Week 12	13–17 October
	Week 13	20–24 October
	Week 14	27–31 October
Study break	Week 15	1–9 November
Examinations	Week 16	10–14 November
Examinations	Week 17	17–21 November

* If you are considering withdrawal from your course, contact your lecturer, local USP Campus or Centre first to see if they can help.

Your course coordinator



Hello and Welcome to CEC33: Community Project Development.

My name is Aminiasi Driu and I am your coordinator for this course. I come from Namuka, Macuata in Vanualevu, Fiji. I hold a Bachelor of Agriculture (BAgr) degree, Diploma in Tropical Agriculture, (DTA) and Secondary Teachers Teaching Certificate (STTC) from the University of the South Pacific, Fiji College of Agriculture and Fiji College of Advance Education respectfully.

Prior to joining the University of the South Pacific in 2014, I taught for fifteen years at various secondary schools in Fiji, holding positions such as Head of Agriculture Science. I also served at the Secretariat of the Pacific Community/Community Education Training Centre for eight years as Instructor in Community Development Study and Integrated Agriculture.

My main interests are in the areas of community development, community facilitator training, agriculture skills training and educational curriculum development.

I hope that you enjoy and learn from your experiences in this course.

If you have any questions or concerns, feel free to contact the Centre for Vocational and Continuing Education in one of the following ways:

Room: Centre for Vocational and Continuing Education, Statham Campus, Suva, Fiji

Email: aminiasi.driu@usp.ac.fj

Tel: ++679 323 1226

Address: Course Coordinator, CEC33, Centre for Vocational and Continuing Education, USP Statham ICT Park, Building 202, Vatuwaqa, Suva, Fiji

Course introduction

Welcome to CEC33 *Community Development Process*.

This course introduces you to the **different elements that make up a project** and the **different phases of developing a project**. You will be expected to demonstrate your ability to understand how these elements in a project relate and work together. In addition, to demonstrate your understanding of the project development processes particularly the planning phase and the development of project to meet the requirement for donor funding.

The practical experience of the course will help you engage in community development work based on real life situations. Such practical experiences make more effective learning in community development work. It also gives you an opportunity to establish and maintain relationships in the community as well as to build confidence and to enhance skills by working with people and helping the community in terms of training.

Learning outcomes

After completing this course you should be able to:

- ▶ Apply project management knowledge to conduct field work.
- ▶ Apply project management knowledge to identify community problems and prepare a concept note
- ▶ Deliver some kinds of skills training where appropriate and provide advice and advocacy on community development work.
- ▶ Analyse community needs through the development of a community work placement.

Your learning materials

You should have already received the following materials a week before semester starts:

1. The Introduction and Assignments book, which you are reading now
2. Coursebook

Contact your USP Campus or Centre immediately if you are missing any of the materials mentioned above.

There are no prescribed textbook for this course.

Your learning support

Local tutorials

To assist you with your studies, regular face-to-face sessions may be held with a tutor. You should check with your Campus or Centre at the start of semester to see if face-to-face tutorials will be held for your course.

Study groups

Most people find it easier to study in a group or with a friend, at least for part of the time. Working with others helps to motivate us. It provides a shared goal and reduces feelings of isolation or boredom. Your local Campus or Centre will be able to put you in touch with students doing this course and may help you get organised.

Library services

Making good use of the library and its resources is vital for you to be a successful student. Learn about library support and services and the importance of information literacy at your Campus or Centre library.

Student Learning Support (SLS)

SLS supports you through e-mentoring which is giving you learning tips and advice through email.

You can email SLS at the following addresses:

Faculty of Arts, Law and Education: **falesls@usp.ac.fj**

Faculty of Science, Technology and Environment: **fstetutorsupport@usp.ac.fj**

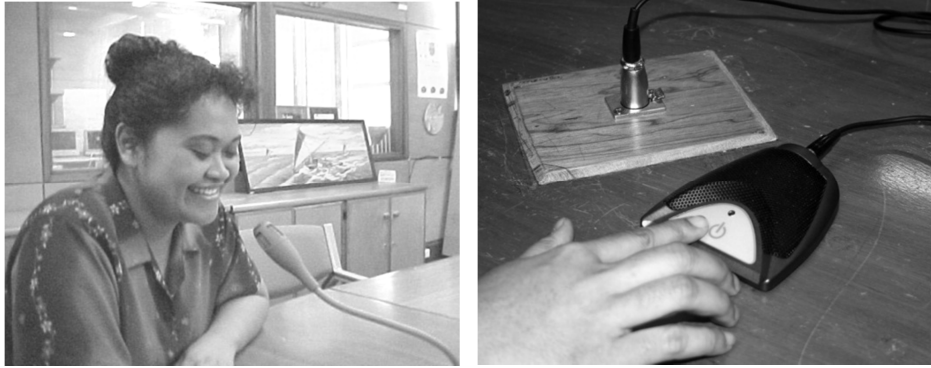
Faculty of Business and Economics: **fbe_sls@usp.ac.fj**

Your REACT session

Apart from local tutorials, USP uses a system known as REACT which allows you to hear and see your course coordinator or tutor as well as your fellow students who are located in the various campuses in the USP region. You may get presentations and notes in addition to your scheduled session. These are commonly known as satellite tutorials. You are encouraged to attend the scheduled sessions in the weeks shown in your study schedule.

Here are some suggestions for getting the most out of these REACT sessions:

1. Note that before your REACT tutorial session begins your tutorial group will be advised as to who all the participants are (regional and on-campus). Try to note down names of your colleagues and which Campuses or Centres they are listening from.
2. Speak slowly and pronounce your words clearly so that your colleagues can understand what you are saying.
3. Be courteous and try to maintain a polite tone of voice.
4. When you want to address your tutorial group, press the "speak button", and aim to maintain a 6-inch distance between your mouth and the microphone whilst speaking. Please note that you may be using two different types of microphones as shown on the next page.



5. If you have questions or comments to communicate during your tutorial session you can do so by speaking to a microphone or through the chat tool in REACT.
6. Try not to "steal the show". Remember that each of you will have important points to add to discussions.

Contact your local USP Campus or Centre for further information on using the REACT facilities.

Online learning

Moodle is USP's learning management system and will be used in this course to support your learning.

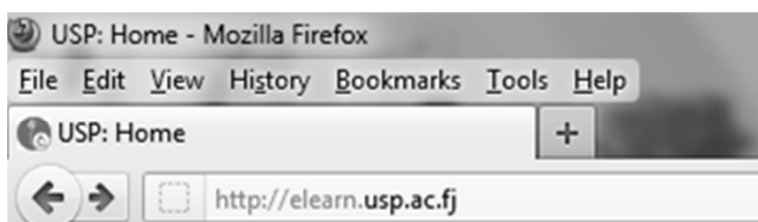
How to login to Moodle

If your course has a Moodle component, the instructions below will help you access the system.

You will need a computer connected to the Internet. The computer must have a Web browser such as Internet Explorer or Firefox. Such a computer should be available at your USP Campus (if you don't already have one at home or work). You will also be given a username and password by your local USP Campus.

Step 1: Accessing Moodle

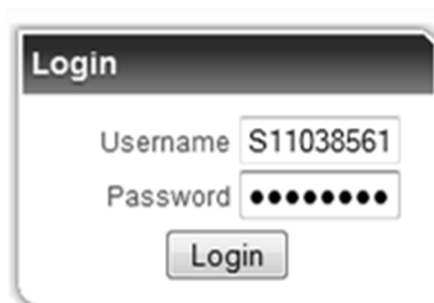
- Open your browser: Internet Explorer, Firefox, or other.
Type in the following at the address bar: <http://elearn.usp.ac.fj/>
- Press Enter.



- Alternatively, you can go to the USP website: <http://www.usp.ac.fj/> and use the Quick Links drop down menu to the left of the page and select Online Learning (Moodle).

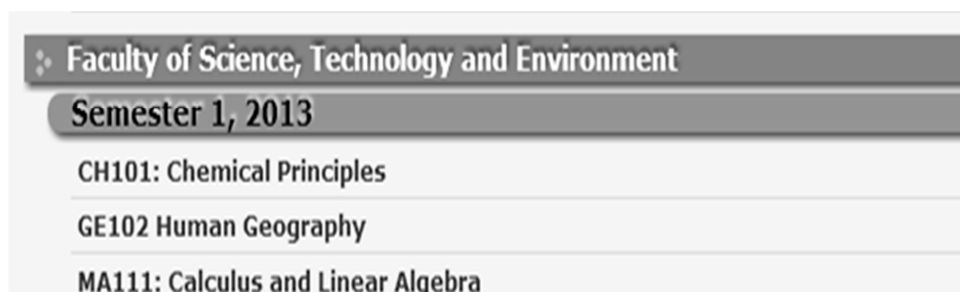
Step 2: Username and password

- You will come to a Login screen.
Type your student number in the Username box.
- Type your student email (webmail) password in the Password box.
- Click Login.



Step 3: Accessing your course

- You should now see a list of your courses. Click the Course Code and Title of the course that you are enrolled in to enter. For example:



Lost or forgotten password

Contact your local ITS student Helpdesk or email: moodlehelp@usp.ac.fj

Study schedule

Planning your work

To help you keep up with the course, we suggest you allocate at least 2 hours a day to study. Plan your time using this study schedule.

Week no. and date	Unit	Assignments and tutorials
<i>Week 1</i> 21–25 July	Introduction to the Course	Satellite Tutorial (Venue 2) Tuesday 22nd July 11am – 12 pm (Fiji time)
<i>Week 2</i> 28 July–1 August	Unit 1: Project Management and its Phases	
<i>Week 3</i> 4–8 August		Satellite Tutorial (Venue 2) Tuesday 5TH August 11am – 12 pm (Fiji time)
<i>Week 4</i> 11–15 August		
<i>Week 5</i> 18–22 August	Unit 2: Selection, Planning, and Management	Assignment 1 due: Friday 22 August Satellite Tutorial (Venue 2) Tuesday 19TH August 11am – 12 pm (Fiji time)
<i>Week 6</i> 25–29 August		
<i>Week 7</i> 1–5 September		Satellite Tutorial (Venue 2) Tuesday 2ND September 11am – 12 pm (Fiji time)
6–14 September	MID-SEMESTER BREAK	
<i>Week 8</i> 15–19 September	Unit 3: Developing a project activity plan	Satellite Tutorial (Venue 2) Tuesday 16th September 11am – 12 pm (Fiji time)
<i>Week 9</i> 22–26 September		
<i>Week 10</i> 29 September–3 October		Assignment 2 due: Friday 3 October Satellite Tutorial (Venue 2) Tuesday 30th Sept 11am – 12 pm (Fiji time)
<i>Week 11</i> 6–10 October		
<i>Week 12</i> 13–17 October	Unit 4: Participatory Learning Action Tools and Quality Circle	Satellite Tutorial (Venue 2) Tuesday 14th October 11am – 12 pm (Fiji time)
<i>Week 13</i> 20–24 October		
<i>Week 14</i> 27–31 October		Satellite Tutorial (Venue 2) Tuesday 28th October 11am – 12 pm (Fiji time)
<i>Week 15</i> 1–9 November	STUDY BREAK	
<i>Weeks 16 & 17</i> 10–21 November	Assignment 3 due on or before 21 November 2014. If you need an extension to this deadline you must contact the course coordinator before 14 November.	

* Fiji dates and times (GMT + 12hours)

Note: All Satellite tutorials will be held at Venue 2.

Assessment overview

This course is assessed in two ways:

Continuous assessment 100%

Continuous assessment

Continuous assessment makes up 100% of the final score and includes three assignments. It is weighted in the following way:

Assignment 1: Problem Tree	40%
Assignment 2: Concept Note	20%
Assignment 3: Volunteer Work Report	40%
Total value	<hr/> 100% <hr/>

Grading Systems

- a) The following grading system will be used by all faculties in awarding final grades for academic performance in a course:

Pass Grades

Grades	Percentage (%)	Description
A+	85+	Pass with Distinction
A	78 – 84	Pass with Distinction
B+	71 – 77	Pass with Credit
B	64 – 70	Pass with Credit
C+	57 – 63	Pass
C	50 – 56	Pass

Other Pass Grades

R	Restricted Pass
Aeg	Aegrotat Pass
Comp	Compassionate
Pas	Pass or Competent
S	Satisfactory

Note: Pas and S are used in circumstances where graded passes are inappropriate such as in postgraduate thesis and Professional Diploma in Legal Practice.

Fail Grades

Grade	Percentage (%)	Description
D	40 -49	Work below the standard required for a pass
E	40 (Less than)	Very weak performance or failure to complete to the satisfaction of the examiner such as practical, field or other work as may be prescribed
NC		Not completed
NV		Null and Void: This is awarded for plagiarism or dishonest practice
U		Unsatisfactory
Fail		Not Competent

Note: Fail and U correspond with Pass and S above respectively.

Provisional Results:

I	Incomplete
IP	In progress

- b) Students shall be awarded an Aegrotat or Compassionate Pass if they satisfy the conditions prescribed in Clauses 5.3 or 5.4 of these Regulations respectively.
- c) Students may be awarded a Restricted Pass if they satisfy the conditions prescribed in Regulation 7.
- d) Students who have been granted an extension of time past the last day of lectures to complete work required for the final assessment of their course shall be awarded the provisional grade of I (Incomplete) for an undergraduate or postgraduate course assessed by coursework, or IP (In progress) for a Supervised Research Project or thesis for a Master's degree or a thesis for a PhD degree. At the end of the period of extension the School or Department Assessment Meeting shall determine a final grade.
- e) Students who have not submitted their master's or PhD thesis or Supervised Research Project by the end of the maximum period of candidature prescribed in the regulations shall be awarded the grade of NC (Not completed).

[Extracted from 2013 Handbook & Calendar, pp 449-450]

Submission of assignments

Moodle

All students in Laucala campuses must submit all assignments online through the CEC33 Moodle page by the dates given in the study schedule or on Moodle. Please upload your assignments in the correct assignment drop box provided on your Moodle course page.

All assignments submitted through the CEC33Moodle Page Assignment Drop Boxes and it will go through 'Turnitin' a web based tool that checks the originality of written work.

This tool helps to prevent Plagiarism.

When you upload your assignments into the Moodle Drop Box you will see this notice:

"I confirm that this submission is my own work and I accept all responsibility for any copyright infringement that may occur as a result of this submission. All files uploaded will be submitted to the plagiarism detection service Turnitin.com"

You are encouraged and are allowed to submit draft copies of your written work to check the originality of your work. If your work is more than 20% on the 'Similarity Index' then you should re-write the work and re-submit for final marking.

Hard copy (Regional Campus)

Regional Students are allowed to submit hard copies if you are having issues with submitting on Moodle. Assignments to be handed in by the dates given on the study schedule in correct order. Address the envelope to the Course Coordinator. You should fill out a yellow assignment cover form which you collect from Student Academic Services (SAS). If you do not have assignment covers, contact your USP Campus.

It is very important that you keep to the study schedule and complete the assignments so that you get regular feedback on your progress through this course.

Correct labelling of assignments

Please be very careful to correctly label your assignments. On each assignment cover or e-copy file that you send in or upload for marking, you should write or type:

- the full name you used to enrol in this course;
- your student identification number;
- the correct course code and title; and
- the assignment number.

Correct labelling will help ensure that the marker receives your assignment on time, and that you get the credit for the work that you do. If your marker receives one of your assignments late because you did not label it correctly, you may lose marks.

Late assignments

If you expect to be over two weeks late in submitting an assignment, write to your course coordinator. You should explain why you are late and suggest a revised schedule that will allow you to complete the remaining assignments on time.

Your course coordinator may mark a late assignment if there is a good reason for its delay. In deciding whether to mark late assignments, your course coordinator will give greater consideration to students in remote areas with little or no access to their USP Campus, Centre or tutorial help.

USP reserves the right to decide whether or not to mark late assignments. It is in your interest to send in your assignments on time. The assignment schedule gives your course coordinator time to provide you with regular feedback on your progress, before it is too late for you to use this information constructively in your studies.

Your course coordinator will not mark any assignment received after the final examination.

Plagiarism

Plagiarism is the copying of another person's creative work and using it as one's own – without explicitly giving credit to the original creator. Work copied without acknowledgement from a book, from another student's work, from the internet or from any other source is plagiarism.

Plagiarism includes the following:

- a) Copying of the published or unpublished words of another writer without acknowledging the source using acceptable reference citation methods. Thus, to; 'cut and paste' from internet sources or 'lift' sentences, ideas and sections from a textual source qualifies as plagiarism.
- b) Lifting or cutting and pasting extracts without quotation marks or appropriate acknowledgement of sources.
- c) Paraphrasing of content and ideas without proper acknowledgement of the source.
- d) The use of images, diagrams, photographs and material from blogs and social networks, without acknowledgement.
- e) Copying part or all, of another student's assignment. In this instance, 'student assignment' refers to a piece of academic work submitted for assessment purposes for any course, in past or current years at any educational institutional including USP or any other university.

i) Collusion

Collusion means working with someone else to deceive or mislead to gain an unfair academic advantage. It includes;

- a) Submission of a paper that has been written by an author other than the author credited for that piece of writing. This includes the use of paid services of a student, or any other person that has been solicited for that purpose.
- b) Facilitating or enabling another student to plagiarise in any way.

ii) Cheating

Cheating involves acting in any way that directly contradicts the explicit rules and guiding principles of that form of assessment. It applies in any form of examination including short tests, quizzes and final examinations.

Cheating includes (inter alia):

- a) Doing anything to gain an unfair or illicit academic advantage in an examination;
- b) Possessing, referring to or having access to any material, or to access the internet 'crib' notes or device containing information directly or indirectly related to the subject matter under examination other than what is explicitly approved for examination purposes;
- c) Using a cell phone to communicate with any other student or person inside or outside the examination venue;
- d) Copying from another student in a test or examination; enabling another student to cheat in a test or examination;

- e) Soliciting a person to sit a test or final examination in place of the student enrolled; sitting a test or final examination in the place of another student;
- f) Manipulation of scores in tests or examination or in any other form of assessment; and
- g) Enabling another student in any or a combination of any of the above.

[Extracted from 2013 Handbook & Calendar, pp 457-458]

Assignment 1: Problem Tree

Due date: **22 August, 2014** (*end of week 5*)

Value: **40 % of your final grade**

Length: **About 2 pages**

Learning outcomes:

At the end of this assignment you should be able to:

- Apply project management knowledge to conduct field work.

In this assignment, conduct a field work and identify the problems that exist in your community and their causes. Prepare a problem tree and identify the potential solutions to these problems and start the planning process for the course of action.

Examples of topics of the ‘problem tree’ can be based around the following headings:

1. **Social issues** – substance abuse, teenage pregnancy, truancy, crime, school drop outs, marital issues;
2. **Economic problems** – lack of markets, overfishing, high price of inputs, lack of transport;
3. **Physical/ infrastructural needs** – blocked drains, dirty surroundings, poor toilet facilities, broken taps, leaking rooftops, lack of proper shelter, disease outbreaks; and
4. **Environmental issues** – bush fires, erosion, climate change, floods, droughts.

What problems/issues did you find out during the activity? Can you reflect on some possible solutions?

Using the problem tree that you have just identified, design the project development needs.

Refer to the problem tree template on page 4.10 and project development template on page 4.11 of the course book to complete Assignment 1.

Assignment 2: Concept Note

Due date: **3 October, 2014** (*end of week 10*)

Value: **20 % of your final grade**

Length: **no more than four (4) pages long and no less than two (2) pages**

Learning outcomes:

At the end of this assignment you should be able to:

- Apply project management knowledge to identify community problems and prepare a concept note

With reference to the problem tree in Assignment 1, choose a Problem that you would like to solve.

Using the proposal format on **page 3.14** of the course book, write a **concept note** to obtain funds for it. The maximum you can ask for is one thousand US dollars (USD10,000.00).

If you cannot think or identify a project, here are examples of some ideas you might like to use for your community.

Examples:

- Problem:** Many people in your community have poor eyesight because there are not enough green vegetables. They lack vitamins needed for good eyesight.
Solution: Grow green leafy vegetables such as bele leaf, cabbages and others.
- Problem:** The community have little meat and protein and children are skinny.
Solution: Run a Poultry Unit to give source of protein.
- Problem:** Parents are poor and cannot pay for their children's school fees.
Solution 1: Train parents on Small Business to earn money and income.
Solution 2: Teach parents how to plant vegetables and crops to sell.
- Problem:** Poor access to school and children walk.
Solution: Buy a school bus for the village children.
- Problem:** Children attend school but cannot read – they are illiterate.
Solution: Provide books and Reading Material for poor schools.

Marking Criteria

(a)	Focused title and author information.	1 marks
(b)	Clear introduction with adequate information on the problem, aim and outline of concept note.	5 marks
(c)	Clear presentation of findings. Ability to organize and discuss ideas logically, clearly and presented coherently.	8 marks
(d)	Conclusion presented simply and clearly. There is evidence for the problem proposed to obtain funds.	4 marks
(e)	Proper referencing and presentation of concept note.	2 mark
Total marks		20

Assignment3: Volunteer Work Report

Due date: **On or before 21 November 2014. If you need an extension to this deadline you must contact the course coordinator before 14 November.**

Value: **40 % of your final grade**

Length: **1000 – 2000 words**

Learning outcomes:

At the end of this assignment you should be able to:

- Deliver some kinds of skills training where appropriate and provide advice and advocacy on community development work.
- Analyse community needs through the development of a community work placement.

The volunteer work report is a reflection of your experiences doing the 40 hours of volunteer work. The report should summarize and articulate the community work knowledge and skills that you have acquired and reflect on your challenges and change of attitudes towards yourself, others, material things and the environment.

It is important that the report writing is clear and full sentences and paragraphs are used. Use clearly presented tables, charts and graphs where appropriate. In the Appendices, you can insert any pictures or other materials that help illustrate the report. Make sure that you refer to the material put in the Appendices in the main body of the report.

Correctly label the assignment

Suggested Structure:

- 1. Introduction** - In the introduction, briefly present the topic of the report. Include statements of what is contained in the report and state the sequence of the topics discussed in the report.
- 2. Literature review** – Discuss the literature that was read and how the literature informed the volunteer work
- 3. Methodology** – In this section discuss the volunteer community work that was undertaken
- 4. Discussion of community work knowledge and skills learned and discuss your attitudes to the volunteer work undertaken.** Use the material from the activities in the Units to write this section.
- 5. Conclusions** – Present a brief summary of what the report discussed. Draw conclusions about your overall reaction to doing the volunteer work and what it means to you to be a volunteer.
- 6. Reference List.**

7. **Appendices** – in the appendices include the statement from the organization certifying that you have completed the 40 hours of volunteer work.

Volunteer Report Writing Marking Criteria

(f)	Focused title and organisation information.	5 marks
(g)	Clear introduction with adequate information, use of examples and quotations.	10 marks
(h)	Clear presentation of findings. Ability to organize and discuss ideas logically, clearly and presented coherently, very few grammatical errors.	10 marks
(i)	Conclusion presented simply and clearly. There is evidence of knowledge from the course and the organisation.	10 marks
(j)	Proper referencing and presentation of report	5 mark
Total marks		40

To Whom It May Concern:

25th July 2014

The person who has this letter is enrolled in the CEC33 Community Project Development at Centre for Vocational and Continuing Education, The University of the South Pacific by Print.

As part of the course requirements participants are required to complete forty (40) hours of volunteer work in a community work setting.

It would be appreciated if you would allow the student to do the volunteer work with your organization.

It would also be appreciated that someone in your organization certifies that the student has completed forty (40) hours of volunteer work. Attached is a format for certifying that the student has completed the 40 hours of volunteer work.

Thank you for your cooperation in this practical educational experience.

Sincerely,

Aminiasi Driu

CEC33 Course Coordinator

Tel: +679 323 1225

Address: Centre for Vocational and Continuing Education , USP Statham ICT Park, Building 202, Vatuwaqa, Suva, Fiji



CEC33 Community Project Development

Certification of Completion of Volunteer Work

Section A (To be completed by the student)

Name:

ID#:

Placement organisation/agency name:

Placement Contact telephone #:

Placement Postal Address:

Placement Email address:

Date of commencement of volunteer work:

Date of completion of volunteer work:

Total # of hours:

Name of person completing this report:

Title/Position in the organisation:

Contact information if different from the above:



Section B (To be completed by organization supervisory)

I certify that the student named above in Section A has completed 40 hours of Volunteer Work with this organization.

Comments on student volunteer work:

Name: Signature

Date: Organization's Stamp (if available).



