

The NSU Administration requires all ExEL program students to submit a brief **ExEL Final Report** to their professor by email (one week before the course's scheduled Final Exam date) in PowerPoint format. If you have any questions please email me at my email address at the top of this page. **Not providing the documents before Final Exam date will result in a zero grade for this project.** Your report will be graded on how well it covers and describes each of the following topics:

ExEL GRADING REPORT FORM	Possible	Points
	Coverage Points	You Achieved
1. Required Report Specifications: Format: Only PowerPoint documents will be accepted - no PDFs.	25	
2. Headings: Title: Include Sponsor (i.e. - Service Learning Project - Florida Oceanographic Society) Student Name: (last name first) Course and Section Number: Date: Semester: Comments:	25	
3. Field: Service Learning Project Field - Marine Biology, Marine Ecology, Oceanography, Marine Conservation, Ecology, Aquaculture, etc.) Comments:	25	
4. Location: Describe your location of study and include a chart or Google Earth screenshot. Comments:	25	
5. Species: worked with: For example - Dolphins - <i>Tursiops truncatus</i> - use both common and scientific names. Comments:	25	
6. Primary tasks performed and their purpose: Feeding, tank cleaning, paperwork, chemical analysis, surveys, etc. Comments:	25	
7. Graphics/Statistics: Include at least one table and one graphic with data you collected. Comments:	25	
8. Benefits of task performed: Benefits to sponsor, community and student - present and future. Include how the marine science ExEL experience could be improved. This is a critical thinking exercise - "no improvement needed" is not an acceptable answer. Comments:	25	
9. Photo Record: Students will provide a minimum of four digital photos of (2+ Mb high resolution) that show their sponsor's facility, work area, species or task process, and student performing a typical work related tasks. Each photo used will be titled immediately below the photo - whether discussed or not. Comments: Excellent photos. Quality of photos and their descriptive value added to grade.	25	
10. ExEL Documents: Access, provide and use the required documents (1. Contract and Time Sheet, 2. your ExEL Final Report (Report [using this outline]) Send me the completed forms 1 and 2 - by attaching them to the same email to which you attach your ExEL Final Report. Send that email containing your completed forms, and your attached Service Learning Final Report to: . salshuth@nova.edu Comments:	25	
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