**Memo to the Mayor**

**25 points**

**Midterm Submission (5 points)**

The midterm submission requires students to prepare an outline of their memo. This is due in Week 8 and should incorporate topics covered up to this point in class. The midterm submission will allow you to practice writing in the form of a memo and will help you organize your thoughts and plan your final Memo to the Mayor. The midterm submission should follow the memo format (see assignment instructions). You should add bullet points under sections where you will reference and discuss the material that we have covered up to this point in class. Your bullet points should be full sentences and illustrative of the content you plan to include.

An example of an insufficient bullet point is:

* Schools

An example of a robust bullet point is:

* Schools remain a key concern in Cleveland. Among the top concerns related to schools are funding constraints, aging and inadequate facilities and access to technology, and disparate outcomes for students across race and socioeconomic status.

The **final Memo to the Mayor** is due exam week. For the final memo, you should follow the template below. Your final memos will be 4-5 pages. You must address at least three (3) of the topics covered in class in your memo. It is up to you to select and defend why those three topics are the most urgent for the city to address. You must synthesize the topics in your memo. In other words – how are the three topics you select related to each other. Do not write about them discretely. Rather, use this opportunity to consider the ways that the things we cover impact each other. What are the connections between public health and education? Between policing and political figures? Between the arts and Black activism? And so on. The combinations are yours to select!

In addition to the Memo to the Mayor, students will submit a one-page (maximum) reflection about their learning this semester. Revisit the first discussion post you wrote for the class where you identified the three topics you were most excited about. Did you write about those three topics for this assignment or did you write about others? How did you perception of these topics change over the course of the semester? What resonated with you about the topics you selected for this memo project?

**Grading Rubric**

|  |  |  |  |
| --- | --- | --- | --- |
| Criteria | Possible score | Explanation |  |
| Focus on topic | 4 | The memo thoughtfully addressed all the assigned questions and requirements in each assigned section. |  |
| Critical thinking and synthesis | 4 | The memo demonstrates student’s ability to identify and describe their chosen topics and to communicate the interconnectedness of the topics. |  |
| Stating a position and supporting it with evidence | 4 | The memo demonstrates that the student understands the course material sufficiently to develop an informed opinion about priority topics and to justify that opinion with evidence |  |
| Connection to course material | 4 | Memo draws on material from the course including readings, lectures, and videos |  |
| Grammar/mechanics | 2 | Few grammar or sentence mechanics errors - none that interfere with the meaning the writer wants to convey. Memo is polished and reads like it has been edited several times. |  |
| Audience/style | 2 | The memo is written as a memo (not a research paper), and it is geared towards address city leadership. |  |
| **Total possible** | **20** |  |  |

**Memo to the Mayor Template**

TO: Mayor Bibb, City of Cleveland

FROM: [student name]

DATE:

RE:

**Introduction**

In this section, briefly introduce yourself, identify the reason for your memo (state your topics), explain why you are concerned about the topics (briefly), list your recommendations, and explain what you will cover in the memo.

**Significance**

Explain why the Mayor should care about the topics at hand. You should draw on course material, including readings and videos, in this section.

**Evidence and Approach**

In this section, outline the evidence that you used to draw your conclusions. Identify the strengths and weaknesses of that information.

**The Good**

In this section, give a few examples of positive things the city is doing on the topics.

**The Not so Good**

In this section, give a few examples of the city can do to improve.

**Recommendations**

Conclude by restating your recommendations in a clear and cohesive manner.