**Process Log for Conference Contribution**

The Process Log is divided into two parts. The first contains material written prior to the group assessment, while the second is a Critical Reflection that you should complete in the week following the assessment.

**Part 1 (500 words maximum)**

The first part of the Process Log should address the following:

1. Record of rehearsals / meetings.

This section records attendance at rehearsals/meetings (including class time, where relevant); types of rehearsal/meeting held; aims/agendas for rehearsals/meetings.

1. Project management and time management.

Break down the project’s stages and explain how the group chose to allocate its time (e.g. research, discussion, note-taking, textual analysis, devising, designing, sourcing, rehearsing); demonstrate an understanding of prioritizing, scheduling and coordinating; explain the group’s communication techniques; list when and how the group liaised externally, e.g. with the tech team, with librarians or archivists, with interviewees, with the general public, if applicable.

1. Delegation and individual responsibility.

Comment on the delegation of tasks according to people’s abilities or interests and explain what you had personal responsibility for and what you achieved. Personal responsibility can include responsibility for work done independently (e.g. reading, writing) as well as with others (e.g. making props, rehearsing scenes).

1. Management of group dynamics / morale.

This section should comment on how the group integrated elements that people have done independently; how the group dealt with different personalities, ideas and approaches; the management of team morale; the balance of contributions; and how the group dealt with different levels of commitment amongst members.

**Part 2 (1000 words maximum)**

After the group assessment, you will complete the final entry of the Process Log, which is the Critical Reflection.

The Critical Reflection should do the following:

* Explain which decisions (yours or others’) were most effective, and which proved less effective.
* Compare constructively the achievements of your group to those of others in your class or year group.
* Discuss selected sources (e.g. readings, archives, fieldwork) that informed the project, explaining how these were useful. This is where you demonstrate your ability to comprehend and engage critically with sources.
* Include an annotated bibliography. This should include between 4-5 annotated sources (this is included in your word limit).

Submission:

Length:

Part 1: no more than 500 words

Part 2: no more than 1000 words

You should bear in mind that more doesn’t necessary mean better: you will be assessed in part on cogent (concise) communication, that is, on your ability to evaluate, sift, prioritise and arrange information. We don’t need to see your rough working notes!

Weighting: The Process Log will be used to individually moderate your mark up or down by a maximum of 20 points from the group mark.

*(Note: the Process Log is not a portfolio or scrapbook or design book; it’s a report on and intellectual reflection of group work. You won’t be marked on the artistic qualities of your submission.)*