Context:
As a part of your introduction to Year 10 Legal Studies you will visit Parliament House and meet with a variety of people. You will witness various parliamentary procedures and observe parliamentary sessions which are taking place on the day of your excursion.

Task:
You are required to write a Field Study Report based on your trip. At a minimum, your report should include the following:

(a) Procedures:
Write a detailed outline and explanation of at least three procedures which you saw (or were addressed throughout the tour.) Comment on the important role these procedures play in the parliamentary process.

(b) Personnel:
Select at least two parliamentary personnel you saw carrying out their roles (or were spoken about throughout the tour) during the excursion. Determine what their role is and provide an explanation of how valuable it is in the parliamentary process.

(c) Layout:
Describe the main parliamentary chamber which you observed in action. Draw and label a diagram of the layout of the room. Write a description of the atmosphere you observed.

(d) Summary:
Choose one aspect of the parliamentary sittings which you observed and write a summary. This should include:
1. The topics involved in what you watched.
2. The procedures you witnessed.
3. The outcome (or likely outcomes) of the proceedings, and the importance this has in the parliamentary processes
4. Any events which occurred during these proceedings which you considered to be unusual or unexpected.
Requirements:

- Your report must be typed and prepared in the report format, using sub-headings and numbering where appropriate.
- All field trip and drafting notes must be submitted with your final copy.
- Task sheet must be handed in with the final report.

Student Assessment Responsibilities

Trouble printing:
Bring a note from your parent and assignment on USB stick to the teacher on the due date. Assignment may only be submitted by e-mail to the teacher if they have given you permission to do so.

Trouble with home computer:
Note from parent attached to work completed and USB stick to teacher on due date. Follow up work to be submitted within two days.

Extenuating circumstances requiring an extension:
Note or phone call to a teacher at least 2 days before the due date, then discussed with subject co-ordinator.

Absent on due date:
Parent phone call to be made to the teacher and arrangements made or assignment dropped at school office with teacher’s name clearly indicated.

Submission of computer generated work:
All work which is completed using a computer should be saved in the student’s designated area on the College’s network – NOT ONLY ON THEIR LAPTOPS – to ensure that there is a back-up if something goes wrong with the laptop. As this is an on-going process which should be completed every lesson, this may be used to provide evidence of work completed in class time if no final assignment work is submitted on the due date.

Student declaration:

‘I declare this to be my original work. During the research for and preparation of this assignment, the nature of the assistance I have received has been appropriate and the submitted response is a true indication of my work.’

Student sign: _____________________________  Date: ____________________
Complete the following worksheets whilst on your excursion to the Parliament House.

Write down as many details as possible and be sure to ask questions and observe your surroundings to gather as much information as possible. **You will not be allowed to bring the sheets into the Parliamentary Proceedings with you, but will be given time to make notes as soon as possible after this time.**

Remember to follow all instructions from Parliamentary Personnel throughout the day and be silent whilst proceedings are taking place.
PROCEDURES:
What procedures can you see taking place in the Parliamentary Chamber? (If you do not see 3 taking place, you may choose something which has been spoken about throughout the tour)
Why are they important in the parliamentary process?

Write down three procedures:

PROCEDURE 1
___________________________________________________________
___________________________________________________________
___________________________________________________________
___________________________________________________________
___________________________________________________________
___________________________________________________________
___________________________________________________________
___________________________________________________________

PROCEDURE 2
___________________________________________________________
___________________________________________________________
___________________________________________________________
___________________________________________________________
___________________________________________________________
___________________________________________________________
___________________________________________________________
___________________________________________________________

PROCEDURE 3
___________________________________________________________
___________________________________________________________
___________________________________________________________
___________________________________________________________
___________________________________________________________
___________________________________________________________
___________________________________________________________
___________________________________________________________
PERSONNEL:
What people can you see in the Parliamentary Chamber?
What is their role?
How is it valuable or necessary in the parliamentary process?
(If you do not see 4 people in action, you may use information which has been obtained from the tour guide to help complete this)

Write down four different roles of people in the parliament and explain what they do:

PARLIAMENT PERSONNEL 1

__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________

PARLIAMENT PERSONNEL 2

__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________

PARLIAMENT PERSONNEL 3

__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________

PARLIAMENT PERSONNEL 4

__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
What do all the buildings look like?
What is the atmosphere surrounding the Parliament complex?

Write down your observations for the following:

THE EXTERIOR OF PARLIAMENT HOUSE

__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________

PARLIAMENTARY CHAMBER WHICH IS IN USE

__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________

PARLIAMENTARY CHAMBER WHICH IS NOT IN USE

__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________

ANY PROCESSES WHICH YOU HAD TO GO THROUGH (E.G. SECURITY SCREENING)

__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
SUMMARY OF PROCEEDINGS:
What information can you gather from the parliamentary procedures which you have witnessed in the parliamentary chamber?

Write down some details:

TOPICS INVOLVED:
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________

PROCEDURES YOU SAW:
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________

OUTCOMES (OR LIKELY OUTCOMES):
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
DIAGRAM OF LAYOUT OF PARLIAMENTARY CHAMBER WHICH IS IN USE:

What does the chamber look like from a bird's eye perspective?
Do a sketch of the chamber.
Remember to label the areas of the chamber, where particular people stand/sit & any other relevant observations.
DIAGRAM OF LAYOUT OF PARLIAMENTARY CHAMBER WHICH IS NOT IN USE:

What does the chamber look like from a bird's eye perspective?
Do a sketch of the chamber.
Remember to label the areas of the chamber, where particular people stand/sit & any other relevant observations.
Field Report Format

A report must follow a particular format, complete with headings and subheadings which need to be numbered accordingly, a bibliography and appendices to include additional information or diagrams.

Use the following format as a guide to write your Field Report for the Parliament House Excursion. You must include information under each heading in full sentences, using the information you observed on your excursion as well as any additional research.

1.0 INTRODUCTION

An overview of what you will cover in your report

2.0 METHODOLOGY

An outline of what actions you have taken in order to complete this report. Remember to use third person language only.

3.0 FINDINGS

3.1 PROCEDURES
An outline of what each procedure you saw involved and why it plays an important role in the parliamentary process.

3.1.1 PROCEDURE 1

3.1.2 PROCEDURE 2

3.1.3 PROCEDURE 3
3.2 PERSONNEL
An outline of what you saw each person doing and explain why this role is valuable or necessary in the parliamentary process.

3.2.1 PARLIAMENTARY PERSONNEL 1

3.2.2 PARLIAMENTARY PERSONNEL 2

3.3 LAYOUT
A description of and information about what you experienced through observations and the atmosphere.

3.3.1 THE EXTERIOR OF PARLIAMENT HOUSE

3.3.2 THE PARLIAMENTARY CHAMBER WHICH IS IN USE

3.3.3 THE PARLIAMENTARY CHAMBER WHICH IS NOT IN USE

3.4 SUMMARY OF PROCEEDINGS
An outline of the proceedings you witnessed.

3.4.1 TOPICS INVOLVED

3.4.2 PROCEDURES WITNESSED
3.4.3 OUTCOMES (OR LIKELY OUTCOMES)

3.4.4 UNUSUAL OR UNEXPECTED EVENTS

4.0 CONCLUSION

A summary of your report – one paragraph to incorporate all you experienced from what has already been written.

5.0 BIBLIOGRAPHY

APPENDIX 1 DIAGRAM OF LAYOUT OF PARLIAMENTARY CHAMBER WHICH IS IN USE

On a separate page – hand drawn and labelled from your observations.

APPENDIX 2 DIAGRAM OF LAYOUT OF PARLIAMENTARY CHAMBER WHICH IS NOT IN USE

On a separate page – hand drawn and labelled from your observations.
<table>
<thead>
<tr>
<th>CRITERIA SHEET</th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
</tr>
</thead>
<tbody>
<tr>
<td>Knowledge &amp; understanding</td>
<td>* Accurate &amp; comprehensive information about the key concepts</td>
<td>* Substantial information about most key concepts</td>
<td>* General information about the key concepts</td>
<td>* Information about some legal concepts</td>
<td>* Information about some Parliamentary concepts</td>
</tr>
<tr>
<td>* Provided outline of Parliamentary procedures</td>
<td>* Significant explanation of Parliamentary procedures and personnel</td>
<td>* Explanation of some Parliamentary procedures and personnel</td>
<td>* Limited explanation of some Parliamentary procedures and personnel</td>
<td>* Diagrams of chambers are unsatisfactorily illustrated and labelled at times</td>
<td></td>
</tr>
<tr>
<td>* Outlined the personnel involved in Parliament</td>
<td>* Diagrams of chambers are satisfactorily illustrated and labelled</td>
<td>* Diagrams of chambers are somewhat satisfactorily illustrated and labelled</td>
<td>* Diagrams of chambers are unsatisfactorily illustrated and labelled at times</td>
<td></td>
<td></td>
</tr>
<tr>
<td>* Illustrate and label the Parliamentary chambers.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Investigation</td>
<td>* Analysis of Parliamentary procedures is done in considerable detail</td>
<td>* Analysis of Parliamentary procedures is done in significant detail</td>
<td>* Some analysis of Parliamentary procedures</td>
<td>* Identify some Parliamentary procedures</td>
<td>* Occasional identification of Parliamentary procedures and personnel</td>
</tr>
<tr>
<td>* Explained how Parliamentary procedures operate</td>
<td>* Identification of a range of relevant Parliamentary personnel</td>
<td>* Identification of a range of relevant Parliamentary personnel</td>
<td>* Identification of some relevant Parliamentary personnel</td>
<td>* Identification of some relevant Parliamentary personnel</td>
<td>* No identification of aspects of the Parliamentary Chamber</td>
</tr>
<tr>
<td>* Identified personnel who operate within Parliament</td>
<td>* Identification of most aspects of the Parliamentary Chamber</td>
<td>* Identification of most aspects of the Parliamentary Chamber</td>
<td>* Identification of some aspects of the Parliamentary Chamber</td>
<td></td>
<td></td>
</tr>
<tr>
<td>* Identification of aspects of the layout of the Parliamentary chamber</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>* Considered what role procedures play in the Parliamentary process</td>
<td>* Valid detailed conclusions about the roles of procedures and personnel in Parliamentary processes</td>
<td>* Valid conclusions of the roles of procedures and personnel in Parliamentary processes</td>
<td>* Some valid conclusions of the roles of Parliamentary processes</td>
<td>* Some conclusions of Parliamentary processes</td>
<td>* Some conclusions</td>
</tr>
<tr>
<td>* Considered what role personnel play in the Parliamentary process</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>* Explained outcomes of the Parliamentary processes and why these are important</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Research and Communication</td>
<td>* Effective research using a wide variety of sources</td>
<td>* Effective research using a range of resources</td>
<td>* Adequate research some resources</td>
<td>* Some research process</td>
<td>* Location of some information in the report</td>
</tr>
<tr>
<td>* Acquired relevant information from the field trip.</td>
<td>* Thorough completion of all aspects of the field work booklet</td>
<td>* Satisfactory completion of all aspects of the field work booklet</td>
<td></td>
<td>* No satisfactory completion of any aspects of the field work booklet</td>
<td>* No satisfactory completion of any aspects of the field work booklet</td>
</tr>
<tr>
<td>* Effectively presented the information using:</td>
<td>* Clear, concise fluent organisation &amp; presentation of the report</td>
<td>* Clear concise organisation &amp; Presentation of the report</td>
<td>* Some clarity of organisation &amp; presentation of the report</td>
<td>* Some clarity of organisation &amp; presentation of the report</td>
<td>* Some clarity of organisation &amp; presentation of the report</td>
</tr>
<tr>
<td>o In-text referencing</td>
<td>* Report is between 700 and 800 Words in length</td>
<td>* Report is between 700 and 800 Words in length</td>
<td>* Report is between 600 and 700 Words in length</td>
<td>* Report is between 300 and 800 Words in length</td>
<td>* Report is less than 300 words in length</td>
</tr>
<tr>
<td>o Appropriate spelling, punctuation, grammar</td>
<td>* Correct use of legal language &amp; definitions</td>
<td>* Use of legal language &amp; definitions</td>
<td>* Some use of legal language &amp; definitions</td>
<td></td>
<td></td>
</tr>
<tr>
<td>o Correct genre &amp; structure</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>o Legal terms.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>