

# TRIO Quest Activities 2011: Overview & Rules

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TRIO Quest is operated by the University of Washington's TRIO Training Program. There are no fees to participate in TRIO Quest activities. Significant resources are available from TRIO Quest staff to help students, staff and programs begin an activity, provide guidance throughout the process, and reward the top entries of the year.

Information and support is available by contacting [tquest@u.washington.edu](mailto:tquest@u.washington.edu).

## Part A: TRIO Quest Schedule and Awards

### 1. Schedule and Deadlines

Registration is through the TRIO Quest Web site for all TRIO Quest 2011 activities and is available March 2011.

Deadlines for TRIO Quest activity submissions are:

- DigiSites, August 5, 2011, 8:00 pm Pacific Daylight Time (PDT)  
*NOTE to Programs - **There is NOT a limit** to the number of DIGISITES **per program**, but students/teams cannot be on more than one team, and teams cannot submit more than one site per category each*
- DigiText, August 8, 2011, 8:00 pm Pacific Daylight Time (PDT)  
*NOTE to Programs - **There is NOT a limit** to the number of DigiText submissions **per program**, but students/teams cannot submit more than one entry per category each*
- DigiMedia, August 10, 2011, 8:00 pm Pacific Daylight Time (PDT)  
*NOTE to Programs - **There is NOT a limit** to the number of DigiMedia submissions **per program**, but students/teams cannot submit more than one entry per category each*

Judging begins immediately after the entry deadline. Judges decisions are announced in the fall.

### 2. TRIO Quest Awards and Recognition

The top DigiMedia, DigiSites, and DigiText entries will be acknowledged nationally. Regions, states, cities, and programs are encouraged to honor students in their locale. A regional/geographical list for DigiMedia, DigiSites, and DigiText entries judged semifinalist and higher will be made available. Finalists and other selected entries from DigiMedia, DigiSites, and DigiText may be posted on the TRIO Quest web site. TRIO Quest, as stated in the "Terms and Conditions", reserves the right to edit or delete portions of the work in order to make it suitable and available for viewing on the TRIO Quest web site.

For DigiMedia, DigiSites, and DigiText s there *may be* an announcement for a Best of Contest in Middle School, High School, and Postsecondary divisions. The grade level of students is determined by what grade they are in as of July 1, 2011.

- **A team is considered to be in Middle School** if the oldest student on the team is 8<sup>th</sup> grade or younger when the entry is submitted.
- **A team is considered to be PostSecondary** if the oldest student on the team is attending a college/university.

### 3. Awards for 2011 will be at the same level or higher than 2010 awards.

## Part B: TRIO Quest Activities – Required Elements/Rules for All TRIO Activities

For details and instructions, go to [tquest@u.washington.edu](mailto:tquest@u.washington.edu)

### Required Elements of ALL TRIO Quest activities

- All activities are submitted to the competition using a Google Site URL
- All activities require the completion of a Critical Thinking component (NOTE: DigiMedia and DigiSites also require a Storyboard page/link)
- All programs are responsible for checking Google Sites for updates/changes during the TRIO Quest competition
- All programs must adhere to Google Sites' Policies and Terms of Use
- Content must be appropriate for those 12 and above

### Required Intellectual Honesty ALL TRIO Quest activities

- DigiMedia – FAIR USE is NOT ALLOWED. Citation, References, Credits Required.  
*Please see specific rules for DigiMedia under Part D*
- DigiSites – Fair Use is allowed. Citation, References, Permission, Credits Required  
*Please see specific rules for DigiSites under Part E*
- DigiText – FAIR USE is NOT ALLOWED. Citation, References, Captions Required  
*Please see specific rules for DigiText under Part F*
- Plagiarism is NOT TOLERATED for any TRIO Quest entry. Any entry with plagiarized material will be disqualified.  
*Please view our Plagiarism resources on our Web site.*

### Student Requirements for All TRIO Quest activities

- In order to participate in a TRIO Quest activity, a student must be an active participant in a TRIO Program – EOC, McNair, Student Support Services, Talent Search, or Upward Bound (classic, math/science, or veterans)
- Students create individual or team entries (a team = 2-6 students)
- Students must have an active email address that can be used for communication with TRIO Quest staff
- If any submitted information about an individual or a team member is found to be intentionally misrepresented, the TRIO Quest entry will be disqualified

### Student Participation and Submission Rules for ALL TRIO Quest activities

- For each activity (DigiMedia, DigiSites, and DigiText), a student or team can submit one entry per category during a competition cycle. For example, a student or team can submit one entry per category below:
  - DigiMedia Categories – PSA, Research, Creative Narrative, Documentary
  - DigiSites Categories – Problem Topic, Global Interest Topic, Community Topic
  - DigiText Categories – Creative Narrative, Research

## Part C: Program Responsibilities

- Staff and Programs may provide structure, resources, guidance, encouragement, and comments to students as they create their TRIO Quest entry
- Staff and Programs may help students locate human, technical and information resources in support of their efforts
- **Each program must carefully review the *Terms and Conditions* (Part G) and assure that the work of the students is intellectually honest and that sources are properly cited.** (Review the Plagiarism guidelines posted on our web site.)  
NOTE: To underscore the importance of Intellectual Honesty, as part of the judging process, **all entries may be submitted to turnitin.com** for an originality report
- **Programs need to assure that any web pages posted on Google Sites do not contain any commercial content that promotes the sale of a product or service.** Commercial content includes but is not limited to logos, brand names, slogans, text, images, videos, or any type of multimedia file(s). **For commercial materials used as supplemental links within a Google Sites' entry, it is the program's responsibility to assure the appropriateness of these links**
- **Programs need to assure that all social media (Facebook, Twitter, etc.) is appropriate in content and/or language and must not contain objectionable materials. Programs must monitor and edit all social media and take responsibility for the content presented on a TRIO Site entry**
- **Programs need to assure that the topic and content are appropriate** for a diverse group of students in this age group
- **Programs need to assure that personal information** about the students does not appear on the activity
- **Programs need to assure that the entries are uploaded and submitted** before the deadline
- **It is the program's responsibility to copy any student work** before the final submission if the program wishes to have a record of the site or to post it on their program's server. Only the finalist teams may be hosted on the TRIO Quest site
- **For programs working with students under 18, a parental permission form** for each student who participates in TRIO Quest must be on file. (This may be a part of the general permission given to participate in the TRIO program's activities if TRIO Quest is specifically referenced.)
- **Programs are responsible for maintaining documentation of permission** given by all persons who are identifiable in any original video submitted to TRIO Quest
- **Programs are responsible** for changes posted by Google Sites during the competition
- **Programs are responsible** to adhere to Google Sites' Policies and Terms of Use

## Part D: DigiMedia Overview

*Deadline: Entries for the 2011 DigiMedia must be completed and submitted no later than the entry deadline of 8:00 PM Pacific Daylight Time (PDT), Thursday, August 10, 2011*

DigiMedia is a multimedia activity for ALLTRIO students in which students create and post their own individual/or team video projects.

Students work **individually** OR in **teams of two to six** to plan and create a video for submission using Google Sites and YouTube.

**Categories** include: Public Service Announcement, Research, Documentary, or Creative Narrative  
(NOTE: no program PSA's please – i.e., no PSA's about your UB, TS, etc. program)

DigiMedia, with appropriate support and direction by staff and other advisors, is an effective way for individuals or teams to:

- develop the skills and knowledge to effectively use media for educational or creative purposes
- develop critical thinking skills to plan and develop a multimedia activity
- learn how to find and use cost-effective multimedia tools
- learn to understand issues of intellectual honesty and how to properly cite and reference all resources used
- learn how to use multimedia for artistic purposes, to make persuasive arguments, or to support the presentation of research
- learn to understand their audience and responsibly produce material that allows effective communication with diverse groups

Qualities and Requirements of the Entry

- Follow Part B & Part C
- Complete the online submission form, provide all the required information, and submit to TRIO Quest by the deadline
- **Entry uses Google Sites with a link or an embedded video to YouTube**
- **Be three minutes or less including credits**
- Follow one of the four categories: Public Service Announcement, Creative Narrative, Research, or Documentary
- Must be appropriate for listening or viewing by students age 12 and above (including the subject, content, and language)
- For the safety of students under 18, personal information such as a student's last name, email address, and school name may not appear in the entry
- Include a Critical Thinking page which addresses the 4 questions on the DigiMedia Rubric
- Include a link to a Storyboard as required in the Rubric
- Follow YouTube's Terms of Use
- Maintain documentation of permission given by all persons who are identifiable in any original video

The DigiMedia entry must be intellectually honest:

- All submitted material to DigiMedia must be original (including images from a family album), **OR** come from a non-copyright resource such as Creative Commons
- Material comes from a non-copyright resource must be credited within the online submission form as well as within the video credits
- DigiMedia must provide credits at the end of the video that includes a listing of: 1) all participants, 2) original music, artwork, etc., and 3) any permission for non-original work from a non-copyright resource. **Note: credits must remain within the required time limit of 3 minutes**
- **NOTE: Fair Use Rules cannot be used for a DigiMedia entry**

## Part E: DigiSites Overview and Fair Use Rules

*Deadline: Entries for DigiSites 2011 must be completed and submitted no later than the entry deadline of 8:00 PM Pacific Daylight Time (PDT), Friday, August 5, 2011*

DigiSites is an activity open to ALL TRIO students to introduce students to the challenges of conducting and expressing solid academic research through exciting tools offered by the web.

Using Google Sites as the required web development tool, students work **individually** OR in **teams of two to six** to create materials for the web that can be used as learning tools for students and teachers, and the world!

**Categories:** Real-world Problem Topic, Global Interest Topic, or Community Topic

DigiSites, with appropriate support and direction by staff and other advisors, is an effective way for individuals or teams to:

- develop original ideas
- learn as they research, write, and create multimedia materials
- teach others about a real-world problem, global interest topic, or community topic
- develop innovative and content-rich educational materials
- meet high standards of intellectual honesty
- develop critical thinking and project management skills
- motivates individual or collaborative work
- learn 21<sup>st</sup> century research skills and techniques
- create the occasion for students to be published online

DigiSites Coaches and Coach Codes— *Please see Part C for Program Responsibility details*

- A TRIO staff person is eligible to be a primary coach if he or she is
  - An employee of a TRIO program (summer employee and/or academic year) and
  - Over the age of 21 on July 1, 2011
- Coaches, in support of students' efforts, may help with team formation, provide guidance and encouragement, help students locate human, technical and information resources, help students with final uploads as well as help to manage the creation of student sites.
- Only students may work directly on the entry; coaches must only guide student work
- The primary coach must have an active e-mail address that can be used for communication with the TRIO Quest staff
- **Coach Codes are required** to submit DigiSites entries (see our Website for information)

Quality & Requirements of the Entry

- Follow Part B & Part C
- **All website content must be submitted through Google Sites**
- One designated student per team must complete an online form AND provide a URL to submit a site by the deadline
- All submitted websites must 1) follow one of the three categories, 2) include a Critical Thinking page which address the 4 questions within the Rubric, and 3) link to a Storyboard as required by the Rubric
- The site *must be an appropriate educational site* and must not contain objectionable material for viewing by students in any TRIO Program. *Programs must monitor the selection of topics and review written content and media to assure that the diverse values and cultures represented in TRIO are respected*
- The site *must clearly indicate the educational objectives or purpose* of the site and *indicate the intended audience*
- For the safety of the students, personal information, including students' last names and student email addresses or personal contact information must not appear on the site
- The site storage limit is 100 Mb/site
- **Web pages posted on Google Sites may not contain any commercial content that promotes the sale of a product or service.** Commercial content includes but is not limited to logos, brand names, slogans, text, images, videos, or any type of multimedia file(s). **For materials used as supplemental links within a Google Sites' entry, it is the program's responsibility to assure the appropriateness of any commercial content of this supplemental material**
- **Websites may not contain any social media (Facebook, Twitter, etc.) that is inappropriate in content and/or language and must not contain objectionable materials.** Programs must monitor and edit all social media and take responsibility for the content presented on a TRIO Site entry
- Teams are encouraged to test their Websites on a variety of machines and browsers

The DigiSite must be intellectually honest

- Each source must be quoted and/or parenthetically cited on the page in which it appears AND linked to a full citation on a reference page
- Original material is rewarded. All text, lyrics, photographs, graphics, sound, music, animations, or video taken from another source must be cited and applied to Fair Use Best Practices (see below)

## **Fair Use Best Practices For DigiSites ONLY**

**(Fair Use can no longer be used for DigiMedia or DigiText)**

*Adapted from the University of Maryland University College & Recommended by Turnitin.com*

*The guidelines provide guidance for the use, without permission, of portions of lawfully acquired copyrighted works.*

### **Definitions**

- The guidelines are intended to apply to educational multimedia projects that incorporate educators' original material, such as course notes or commentary, together with various copyrighted media formats, including motion media, music, text material, and graphics illustrations.
- The guidelines are voluntary and do not have the force of law.
- If you follow the guidelines, it is highly likely that your use is fair use.
- The guidelines are safe minimums.
- The newly created work that includes copyrighted material may only be used for learning activities. Other uses, such as selling the work commercially, require permission.

### **Student Guidelines**

- Students may incorporate portions of copyrighted materials when producing an educational project but only with proper citation.
- Students may perform and display their own projects and use them in their portfolio or use the project for job interviews or as supporting materials for application to educational institutions.

### **Types of media and permissible amounts (percentages refer to the percent of the specific original work) that may be used with proper citation on the first page in which it is referenced and on a references page**

- Motion media:
  - Up to 10 percent of the total of the original or three minutes, whichever is less.
- Text material:
  - Up to 10 percent of the total of the original or 1,000 words, whichever is less.
- An entire poem of less than 250 words may be used, but no more than three poems by one poet or five poems by different authors in an anthology. For poems exceeding 250 words, 250 words should be used but no more than three excerpts from one poet or five excerpts from different poets in the same work
- Music, lyrics, and music video:
  - up to 10 percent of the work but no more than 30 seconds of the music or lyrics from an individual musical work.
- Illustrations or photographs:
  - no more than five images from one artist or photographer.
  - no more than 10% or 15 images, whichever is less, from a collection.
- Numerical data sets:
  - up to 10 percent or 2,500 fields or cell entries, whichever is less, from a copyrighted database or data table.
- Copying of a multimedia project:
  - no more than two copies may be made of a project.

**If one goes beyond Fair Use Rules, permission is required.**

## Part F: DigiText Overview and Rules

*Deadline: Entries for the 2011 DigiText must be completed and submitted no later than the entry deadline of 8:00 PM Pacific Daylight Time (PDT), Tuesday, August 8, 2011*

DigiText is open to ALL TRIO students. It is an activity in which students create individual or team entries with appropriate support and direction by staff and other advisors.

Using Google Sites, students **individually** OR in **teams of two to six** to create images with text for a DigiText submission.

**Categories:** Research or Creative Narrative

DigiText provides a short, simple, creative activity for all TRIO students. With appropriate support and direction by staff and other advisors, it is an effective way for individuals or teams to:

- introduce a critical thinking component to plan a purpose and impact for images and words combined
- introduce students to compelling interaction between text and image,
- introduce students to image manipulation (original photographs, artwork, graphics, etc)
- provide students a chance to be published on the Web,
- promote a better understanding of intellectual honesty and citation, and
- encourage research, reflection, and creative work by TRIO students

Quality & Requirements of the Entry

- Follow Part B & Part C
- Complete the online submission form, provide all the required information, and submit by the deadline
- **Be submitted using Google Sites**
- Must be appropriate for viewing by students age 12 and above
- For the safety of students under 18, personal information such as a student's last name, email address, and school name may not appear in the DigiText entry
- The document must include:
  - Document Title
  - Critical Thinking page which addresses the 4 questions under Critical Thinking in the DigiText Rubric
  - Image(s)—minimum of 1, maximum of 10
  - Text, minimum of 100 words
  - Captions, References, and Citations (image source references and text references)

The DigiText must be intellectually honest:

- TRIO Quest rewards students who create their own digital image(s). This may be their own original photograph(s), a scan of their own artwork, or a digital creation (i.e., graphics, etc.) – basically anything the student creates
- **If an image is not created by the student, it must be copyright free** (i.e., comes from a non-copyright image resource, such as Creative Commons or a family album) AND the student must: 1) list the resource it came from, 2) cite the image in the correct format at the end of the writing, and 3) provide a caption underneath each image
- DigiText credits and citation are referenced within the DigiText. Any outside source material used within the DigiText must be quoted or parenthetically cited on the page AND must be cited properly at the end of the writing (much like a research paper)
- **NOTE: Fair Use CANNOT be used for a DigiText entry**

## Part G: TRIO Quest Terms and Conditions

Thank you for choosing to view and use materials hosted on the TRIO Quest Program site. The TRIO Quest site contains information about the TRIO Quest Program and hosts numerous web sites and other work created by student and other participants in the TRIO Quest Program ("TRIO Quest Materials"). Please read these *Terms and Conditions* before using any TRIO Quest Materials, including the student-developed web sites and other work.

TRIO Quest Materials include web sites and other work created by pre-college and postsecondary students. These materials are designed to stimulate thinking, but they may not necessarily be authoritative sources of information. Like all students, TRIO Quest students are not yet professionals in any field. The work may also contain contributions from viewers who are unknown to the TRIO Quest staff or any TRIO Quest participant. You should bear this in mind whenever you use any TRIO Quest Materials, and you should not rely on any of these materials without conducting your own research or consulting an expert in the field.

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