



**FLCC
MEETING AND
RESEARCH GUIDE**



GUIDE OUTLINE

- What are meetings?
- Checking meetings
- Choosing topics
- Research
- Closing

Note: These are
hyperlinked!

Click on each bullet to go
straight to that section in
this presentation.

1

WHAT ARE MEETINGS?



WHAT ARE MEETINGS?

Meetings can be in-person or online!

But, when will these meetings be held?



WHAT ARE MEETINGS?

In-person meetings will be held every Wednesday at lunch (11:25-11:50) in Ms. Smith's room.



WHAT ARE MEETINGS?

Online meetings can be checked on our website at any time.

Our website is updated every Wednesday.



WHAT ARE MEETINGS?

Online meetings are really just updates to our website with information gathered by members on a particular country.



QUICK QUESTION!

Q: Do I have to attend both in-person and online meetings?

A: Nope! We'd love to join you for meetings at your convenience



WHAT ARE MEETINGS?

Again, there is no **set time** for online meetings.

You can view the website whenever you wish!

(However, the website will always be updated on **Wednesdays**)

So... how exactly do you check online meetings out?

2

CHECKING MEETINGS

Your step-by-step guide!

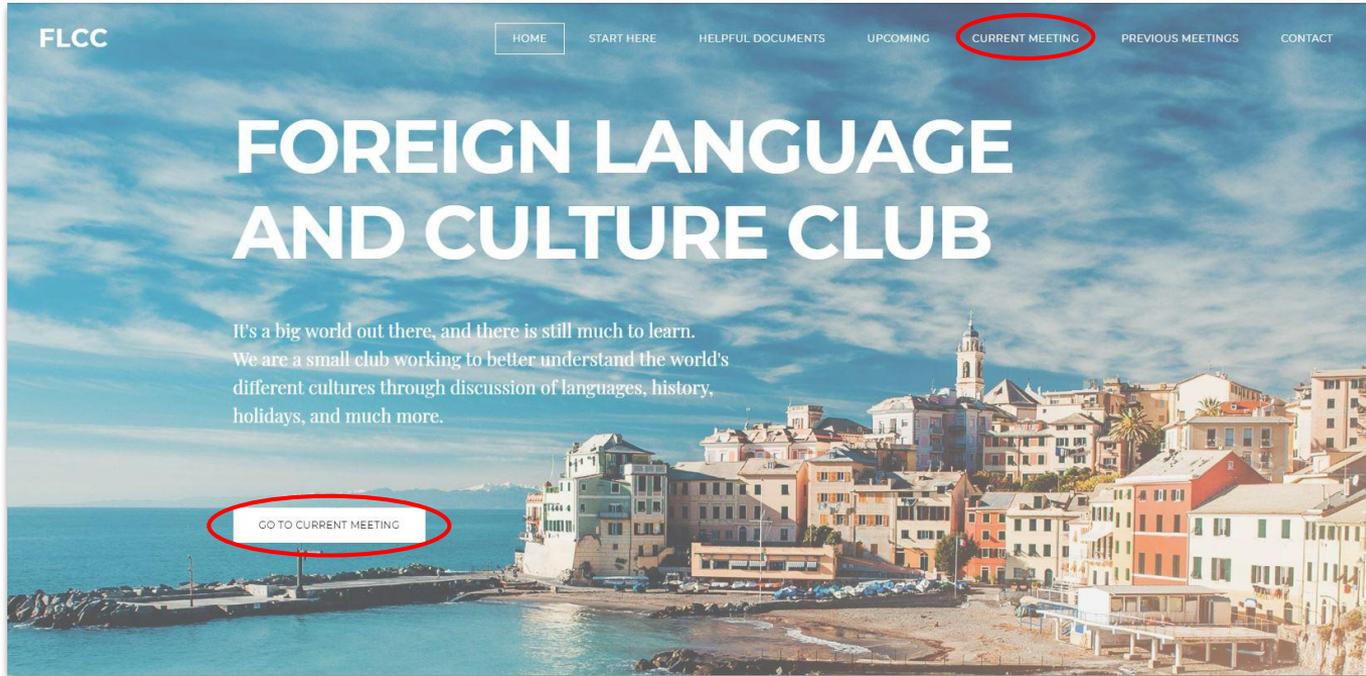


CHECKING MEETINGS

Let's run through the course of an **example meeting**, step by step.



EXAMPLE MEETING



It's Wednesday,
and the website
has been
updated!

Go click "Current
Meeting"!

(don't really... this is just an example)



EXAMPLE MEETING

FLCC

Korea

Please note that the following information has been pulled from various websites around the internet.

Each piece of information has been cited and linked to its website of origin to give credit to the original authors. If something has not been cited or is incorrectly cited, please email us at sechslce@gmail.com ASAP and we will fix it. If there are any issues with the content posted on this website, please contact us and we will remove it.

The information taken is meant to be used for educational purposes only and not for commercial gain.

Navigate through the buttons below to learn more about Korea!

LANGUAGE ART CUISINE

CULTURAL ETIQUETTE HISTORY NORTH KOREA

You can click the buttons below to explore research done by other members!



EXAMPLE MEETING

The screenshot shows a website page for 'FLCC' with a navigation menu at the top: HOME, INTEREST MEETING, START HERE, HELPING YOU FIND IT, THE HISTORY OF THE WORLD, THE HISTORY OF THE WORLD, THE HISTORY OF THE WORLD, and MORE. The main content area features a large image of a cityscape with a bridge over a river, with the title 'Korean History' overlaid in large white text. Below the image, the sub-header 'The Korean War' is displayed in a dark blue serif font. The introductory text reads: 'Many of us already know some things about the Korean War from history classes we've taken. North Korea invades South Korea; The United States backs up the South and Russia backs up the North. It's a vicious war of communism vs capitalism that ends with neither side winning.'

Each button will have more information on that week's country.



QUICK QUESTION!

Q: Do I have to participate by doing research?

A: No! You don't have to contribute to meetings if you don't want to. However, the more participation there is, the more fun meetings will be!



QUICK QUESTION!

Q: I forgot to check the website last Wednesday!
Where did the old meeting go?

A: All previous meetings move to the “Previous Meetings” tab! I’ll show you:



PREVIOUS MEETING

FLCC

HOME START HERE HELPFUL DOCUMENTS UPCOMING CURRENT MEETINGS **PREVIOUS MEETINGS** CONTACT

Previously...

Click the links below to access materials from previous meetings.

POLAND **KOREA** ESTONIA

Here's where all previous meetings will be. You can navigate through them with the buttons at the bottom!



CHECKING MEETINGS

Cool! So that's how you can check meetings on the website.

But... how do you choose meeting topics?

3

CHOOSING TOPICS

Your step-by-step guide!



CHOOSING TOPICS

Each week, we will talk about a country from a new area.

An area is a general part of the globe! Some examples are:

- South America
- East Asia
- Middle East
- Europe
- Africa



CHOOSING TOPICS

We will send a Google Form survey to your Stokes County school email each week so that everyone has a voice in what the next country will be.

Countries available to choose from in the survey are based on that week's area.



QUICK QUESTION!

Q: Who gets to decide the area?

A: The club president will decide weekly areas through a randomizer.



QUICK QUESTION!

Q: Why do we need areas? Why can't we just pick a country?

A: Areas prevent back-to-back meetings of similar countries. Randomizing areas increase the probability of discussing a country with a more unique culture to that of the previous country.



CHOOSING TOPICS

OK! Let's take a closer look at how to complete surveys.



COMPLETING A SURVEY

First, check your Stokes County school email.

You should find a “Weekly Topic” Google Form invitation.

Click “Fill out form”

The screenshot shows a Gmail interface. The email subject is "Weekly Topic [MM/DD/YY]". The sender is "brooke.bolio@student.stokes.k12.nc.us". The email content features a purple header for "Google Forms" and a white box with the following text: "I've invited you to fill out a form: Weekly Topic [MM/DD/YY]. Today is our meeting on [Country]. Based on last week's survey, our next meeting will be on [Country]. The meeting after our next will be on a country in Southeast Asia. Help us decide the topic!". A purple button labeled "FILL OUT FORM" is circled in red. Below the email content is an "Email Disclaimer" and "Reply" and "Forward" buttons.



QUICK QUESTION!

Q: I didn't get an email to take a survey!

A: Don't panic! The [survey link](#) will also be posted on our [website](#) under "Upcoming"



COMPLETING A SURVEY

Weekly Topic [MM/DD/YY]

Today is our meeting on [Country]!

Based on last week's survey, our next meeting will be on [Country].

The meeting after our next will be on a country in Southeast Asia.
Help us decide the topic!

Which Southeast Asian country interests you most out of these?

- Malaysia
- Philippines
- Singapore
- Thailand

Here's what an
example survey looks
like.

Not too hard, right?



COMPLETING A SURVEY

Weekly Topic [MM/DD/YY]

Today is our meeting on [Country]!

Based on last week's survey, our next meeting will be on [Country].

The meeting after our next will be on a country in Southeast Asia.
Help us decide the topic!

Which Southeast Asian country interests you most out of these?

- Malaysia
- Philippines
- Singapore
- Thailand

The top part is where you will see information about the survey.

Remember, this survey is **not** for the next meeting, but instead the meeting *after* the next.



COMPLETING A SURVEY

Weekly Topic [MM/DD/YY]

Today is our meeting on [Country]!

Based on last week's survey, our next meeting will be on [Country].

The meeting after our next will be on a country in Southeast Asia.
Help us decide the topic!

Which Southeast Asian country interests you most out of these?

- Malaysia
- Philippines
- Singapore
- Thailand

The first question will ask you what country you like most out of a few from an area.

Note: all countries from a certain area will not be listed.



QUICK QUESTION!

Q: Why won't all countries from an area be listed?

A: Other than the list being wayyy too long, having a narrower list increases the probability of a country winning more votes.

Imagine having 10 countries, and only 6 of them have one vote each. It just isn't efficient!



QUICK QUESTION!

Q: I really want to talk about this specific country...
What if it's not listed in the survey?

A: Let us know **ahead of time** what countries you're interested in! We'll make sure to include them in the list when the survey for that area comes out.



QUICK QUESTION!

Q: How do I let you know about a country I want in the survey?

A: Send us a quick Remind or email us at sechsflcc@gmail.com!



COMPLETING A SURVEY

Any questions?

Your answer

Submit

The last question is the simplest...

Do *you* have any questions?

It can be a question about anything.

We'll return an answer through Remind.



COMPLETING A SURVEY

Any questions?

Your answer

Submit

A screenshot of a survey form. It features a light purple border. Inside, there is a white text area with the prompt "Any questions?". Below this is a white input field with the placeholder text "Your answer". At the bottom left of the form, there is a blue button with the word "Submit" written in white. A red oval is drawn around the "Submit" button.

Once you've answered all questions, go ahead and click "Submit"!



CHOOSING TOPICS

Surveys are pretty easy, right?

But how do you **actually participate** in researching
for **meetings**?

4

RESEARCH

Your step-by-step guide!



RESEARCH

So you know how to check the website for the weekly topic...

But how should you start researching?



RESEARCH

The answer is simple.

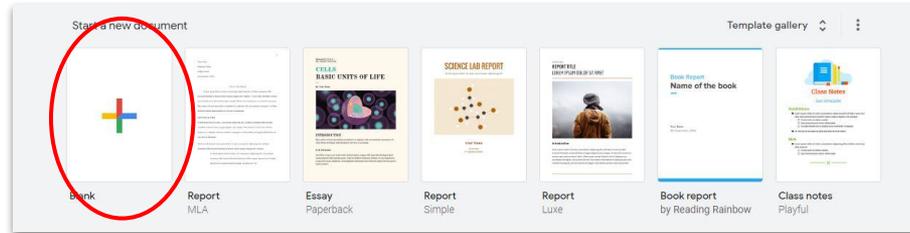
Research as you would anything else!

Some great places to start are:

- Google
- Movies
- Books
- Your family



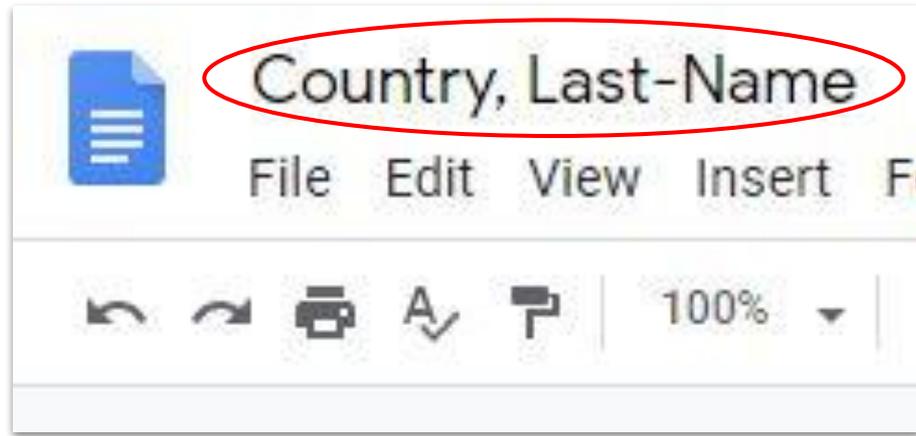
RESEARCH



A good thing to start with
is opening a new Google
Doc.



RESEARCH



Name it in this format:

[Country], [Last Name]

This helps us sort through documents
when you share them.



QUICK QUESTION!

Q: Do I have to use Google Docs?

A: No, you can also use Google Slides (following the same format rules, of course)!



QUICK QUESTION!

Q: Can I use Word or other Microsoft products?

A: We discourage it, only because it's harder to keep track of everyone's documents across various platforms.



RESEARCH

<https://en.wikipedia.org/wiki/France>

France is officially called the French Republic.

Start by **pasting** a website
in your doc where you
found the information.

Then, put what
information you got from
that site **underneath!**



RESEARCH

<https://en.wikipedia.org/wiki/France>

Wikipedia Contributors. "France." *Wikipedia*, Wikimedia Foundation, 15 Mar. 2019,

en.wikipedia.org/wiki/France.

France is officially called the French Republic.]

Additionally, go ahead and cite the source in **MLA 8** format.

This will help us when we transfer your information to our website.



QUICK QUESTION!

Q: Do I really have to cite my sources? It takes so long...

A: Yes, citations help us to ensure that we're not plagiarising anything. However, if you aren't already, I **highly** recommend using [MyBib](#) to help with creating citations.



Why use MyBib?

- Free to use
- Completely ad-free
- Log-in to save citations for later
- Change citation formats easily
- Sort citations into multiple projects and project folders

Note: MyBib is **not** a sponsor. I just really like it and think it will make your life easier.



RESEARCH

Seriously, MyBib is a **life saver**, not just for this club, but for any class you take.

I'll show you some **basic features** of MyBib, but I recommend checking it out for yourself.



RESEARCH

The screenshot shows the MyBib interface for a project named "France Research FLCC". In the top right, the "+ Create Citation" button is circled in red. A modal window titled "New Citation" is open, with the "Website" option selected and circled in red. The URL "https://en.wikipedia.org/wiki/France" is entered in the search field. Below the search field, there are options for "enter manually" and a dashed box for "Drag and drop a scholarly PDF here".

Click “Create Citation” to start.

There’s a ton of source types to choose from, but for this example, I chose “website”



RESEARCH

France Research FLCC

+ Create Citation Import MLA 8 (Modern ... Share Download Works Cited

Search my citations... FILTER

Wikipedia Contributors. "France." *Wikipedia*, Wikimedia Foundation, 15 Mar. 2019, en.wikipedia.org/wiki/France.
In-text citation: (Wikipedia Contributors)

Here's the name of your project.

You can change it to whatever you want!

All your sources for this particular project will show up below.



RESEARCH

The screenshot shows a citation management interface for "France Research FLCC". At the top, there are buttons for "Create Citation", "Import", "MLA 8 (Modern ...)", "Share", and "Download Works Cited". The "MLA 8 (Modern ...)" button is circled in red. Below the buttons is a search bar with the text "Search my citations..." and a "FILTER" dropdown. To the right of the search bar, it says "SORT: ACCORDING TO STYLE" and "SHOW: FORMATTED CITATIONS". Below the search bar, there is a list of citations. The first citation is from Wikipedia Contributors, titled "France." and dated 15 Mar. 2019. The citation text is "Wikipedia Contributors. 'France.' Wikipedia, Wikimedia Foundation, 15 Mar. 2019, en.wikipedia.org/wiki/France. In-text citation: (Wikipedia Contributors)".

Here, you can
change the
citation format.

(MLA, APA, Chicago, etc...)

It will change the
format of all your
citations at once!



RESEARCH

France Research FLCC

[+ Create Citation](#) [Import](#) [MLA 8 \(Modern ...\)](#) [Share](#) [Download Works Cited](#)

Search my citations... FILTER -

SORT: ACCORDING TO STYLE - SHOW: FORMATTED CITATIONS -

Wikipedia Contributors. "France." *Wikipedia*, Wikimedia Foundation, 15 Mar. 2019, en.wikipedia.org/wiki/France.
In-text citation: (Wikipedia Contributors)

This is where you
can download or
copy and paste
your entire
bibliography into a
document.

It's really useful!



RESEARCH

There's **so much more** MyBib offers, but I'll leave the rest for you to play around with.

Now, let's continue talking about researching!



RESEARCH

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RESEARCH

<https://en.wikipedia.org/wiki/France> Creative Commons
Wikipedia Contributors. "France." *Wikipedia*, Wikimedia Foundation, 15 Mar. 2019,
en.wikipedia.org/wiki/France.

France is officially called the French Republic.

Put the **type of source**
next to the link.

This helps us when we upload
information to the website.



QUICK QUESTION!

Q: How do I know if a source is Copyright, Creative Commons, or Public Domain?

A: We have a guide for that too! Check the “Helpful Documents” tab on our website for our [“Detailed Fair Use Guide”](#)

We also have a [handy infographic](#) on copyright!



RESEARCH

That last question was actually pretty important. Do make sure you check out our detailed fair use guide, because it contains **instructions** on items you **must** include in your research!



QUICK QUESTION!

Q: OK, I've read the detailed fair use guide, but I still can't find whether or not this website is copyrighted...?

A: If you can't find a copyright logo, *always* assume the source is copyrighted and follow instructions on dealing with a copyrighted source.



QUICK QUESTION!

Q: What if I don't use any websites for research?
What if I use a book?

A: Follow the same steps. Make sure you cite the book in MLA 8. Most books are copyrighted, so make sure to follow copyright instructions in the detailed fair use guide.



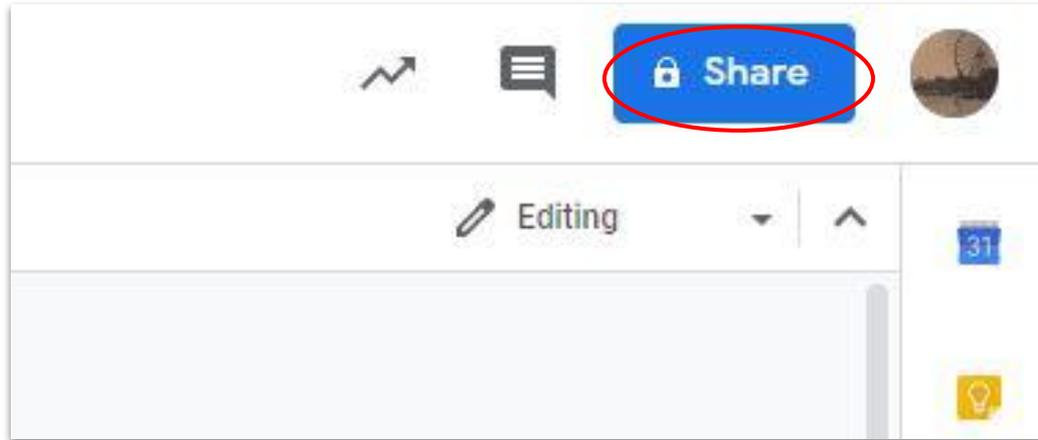
QUICK QUESTION!

Q: What if I don't do any research? What if I just know a lot of information on a country off the top of my head?

A: That's wonderful! That is considered "common knowledge", so no citation is needed. Just specify in your document which pieces of information came from you directly.



RESEARCH



The last step, of course, is **sharing** your research.

Make sure to share it with **sechsflcc@gmail.com!**



RESEARCH

Keep an eye out for any **emails** in case we have any **follow-up questions** about your research!

You should expect to see your research uploaded to the website by the next **Wednesday** (specified under "Upcoming" on the website.)



QUICK QUESTION!

Q: What if I don't want my research to be posted to the website?

A: That's perfectly okay! Just email the research to sechsflcc@gmail.com and specify that you do not want it posted. Instead, we will send your research privately to members' emails.



RESEARCH

And that's about it for research!
Not too bad, right?

5

CLOSING



CLOSING

I hope this guide has been useful in getting familiar with how this club works.

However, if there are still some lingering questions or concerns, please don't hesitate to contact us!



CLOSING

Contact:

Email: sechsfllc@gmail.com

Instagram: @sechsfllc

Website: sechsfllc.weebly.com

Remind: (we will email you the code)



CLOSING

If you haven't filled out the "Interest Meeting Survey" yet and are still interested in joining, click [here!](#)

We will send you an email with a code to join our Remind class after you take the survey.



CREDITS

Special thanks to all the people who made and released these awesome resources for free:

- Presentation template by [SlidesCarnival](#)
- Photographs by [Startup Stock Photos](#)