

DIRECTIONS FOR FORMATTING YOUR MAJOR PROJECT REPORT

"Title of Your Project Written in This Space"

Presented in partial fulfillment of Practicum I or II
By: Your Name

Date Submitted

This report should be typed, double-spaced and stapled on left-hand side. The left-hand margin should be 1½ inches and all other margins should be 1 inch

MAJOR PROJECT REPORT

The final report of the major project should include a paper that consists of:

- a. a title page presenting significant identifying information;
- b. a statement of the project objectives;
 - Use the description of your major project in the practicum agreement as the basis for this section. Any additional description of objectives developed in completing the project should also be included. This project should be the same as described in the practicum agreement, unless changes have been approved by the university supervisor and the field supervisor.
- c. a detailed description of the activities undertaken to complete the project
 - Describe in detail all activities undertaken to complete the project. Assume the reader has never heard of your project and you are attempting to convey a complete description. The description should be chronological unless an exception is made for clarity. This will necessarily be the most length section of your report.
- d. an evaluation of the project in terms of realization of the objectives,
 - 1) expected and unexpected out-comes
 - 2) actual out-comes
 - 3) further work that needs to be accomplished, if any.
 - 4) suggestions for the future
 - Evaluation of the objectives should be realistic and it is possible that not all objectives are achieved at the ultimate level. Be sure to explain why some objectives were not completed.
- e. a reflection of the process, including: the planning, decision-making processes, problems that developed and how they were resolved
- f. a reflection discussing how your completion of the project relates to the six (6) ELCC standards
- g. an annotated bibliography of at least ten (10) readings (journal articles, book chapters, etc.) related to the major project (Websites are not acceptable) submitted in APA style
- h. pertinent artifacts developed during the completion of the project
 - Memos
 - Agendas
 - Letters
 - Surveys
 - Schedules
 - Handbooks
 - Program descriptions

- These materials should support your description of activities undertaken to complete the project. Use the above heading for this section of your report