

<p style="text-align: center;"><b>Field Project Reports</b> <b>Q/A</b> <b><i>Academic Certificate Program in Community Employment Services</i></b></p>
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**1. When is the first field project report due?** *May 2, 2003*

**2. What should the report include?** *The style of each report will vary according to each student's specific area; however, each report should at a minimum include the following:*

- *purpose and/or need for the project*
- *actions/steps taken to carry out the project*
- *results (to date)*
- *how project is expected to impact (a) the employment of people with disabilities; (b) your skill level; and (c) your place of employment*
- *a statement of your time commitment (hours spent)*

**3. What about APA format?** *Since APA writing style was not reviewed in our on-campus class, we will be lenient in this requirement. However, you should (a) double-space; (b) use 12 point font; and (c) give appropriate credit to any references you use. You may want to note the manner in which references are cited in the articles in your on-line text, Introduction to Community Employment Services.*

**4. What documentation should I include with my report?** *As a general rule, include documentation which clearly demonstrates the work you have done. For example, if the purpose of your project was to develop a PASS plan, you would need to include a copy of the actual plan. If your project was to develop marketing materials, you will most likely need to submit a copy of your actual marketing tool (brochure, video, etc...) or a draft of your work. Other examples of documentation include: surveys, curriculum documents, minutes of meetings, etc. (Remember to protect the confidentiality of consumer information.)*

**5. How will my field project be graded?** *The areas that will be assessed are:*

- *Is the purpose and/or need of the project clearly described?*
- *Are the steps/actions/plans described in sufficient detail?*
- *Is the project expected to benefit the student, the student's organization, and individuals with disabilities?*
- *Is the project well thought out and organized?*
- *Is the documentation included sufficient to give a "picture" of the project?*
- *Is the project report neat and free of grammatical/spelling errors?*