

Field Project Report Protocol

Q/A

RSED 4973 Supporting Individuals with Disabilities

1. When is the field project report due? *July 22, 2002*

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 of 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? *At a minimum, 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 texts, Introduction to Community Employment Services and Job Development and Placement.*

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 and to get signed releases of information as needed.**)*

5. How will my field project be graded? *Each section of the field project report will be scored by the instructor and a total score will be assigned. The areas that will be assessed include:*

- *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?*