**Final Report Submission Guidelines**

**Section-Specific Guidelines**

* Overview:
  + Set the context for you project, identify the problem, and present the main goal of your project.
  + At least 1 reference, aim for 3.
  + 150 words maximum, aim for 125.
  + Tips: Think of this as an introduction, rather than an abstract. Begin by setting the global (think SDGs) context of the issue and then become more specific. End the Overview with “The goal of our project was to…”, which will then lead nicely into your Objectives section.
* Objectives:
  + List the key objectives of your project, in order of operation.
  + Aim for 3 objectives, starting with an action verb ([choose from this list](https://www.apu.edu/live_data/files/333/blooms_taxonomy_action_verbs.pdf)).
  + Aim for <11 words for each.
  + Tips: Think of the process and the three main things you had to accomplish to achieve your stated goal. Consider them as sub-goals or milestones.
* Reporting:
  + Report on the outcome of each objective and success in achieving your main project goal. Include numbers, figures, statistics, and/or mention of other tangible or intangible outcomes achieved.
  + 250 words maximum.
  + Tips: Report on each objective, even starting with the phrase, “To achieve our first objective,…”, if that is helpful. Ensure you report on how you’ve met each objective and your overall goal.
* Collaborators:
  + Acknowledge the individuals and/or groups involved in this initiative. If space permits, you can briefly mention the role that they played.
  + You can list them in any way you like, such as their value of contribution or alphabetically.
  + Aim for less than 100 words.
  + Tips: Think of this as your acknowledgements section where you get to thank those who have helped you along the way. When in doubt, include rather than exclude.
* Sustainable Development Goals Alignment:
  + Identify which Goals your project addresses by stating the goal and listing one or more ‘targets’ for each goal you include.
  + Tips:
    - First, review all 17 SDGs [here](https://sustainabledevelopment.un.org/?menu=1300) by clicking on the SDG tile then the Targets & Indicators tab.
    - List SDGs and target numbers, and a brief justification for why your project aligns with each.

**Image Specifications**

* Photo: visually describes one or more aspects of your project
* Submission: high quality image must be submitted as a separate JPEG or PNG file.
  + Do not included it only the word document, it will be compressed, resulting in poor quality.
* Photo description: provide a brief description about the photo (aim for ~5 words)
* Photo credits: all photos must include appropriate credit to the photographer or source. Google images are not appropriate. [Unsplash](https://unsplash.com/) images are fine to use, because they credit the artists.
* Tips:
  + Take your own photo, crediting yourself, or use [Unsplash](https://unsplash.com/) or another, similar platform.
  + You may still embed the image in your word document to support sharing with your collaborators and those proofreading your report, but you must also attach the high-quality JPEG or PNG image when submitting your report for assessment and publication.

**Final Approvals and Release**

* All project collaborators (any individual or group mentioned within the Collaborators section of your Final Report) must provide documented approval for the information and photos to be made publicly available online.
* All project collaborators must have had sufficient time (at least one week) to review and provide feedback on the Final Report before your page can be published online. Draft [email templates](https://asp.mcmaster.ca/experiential-learning-project-opportunities-2/experiential-learning-project-resources/) have been developed for your use.
* Documentation of all collaborator approvals must be obtained and submitted in one word document that captures email screenshots.
* All students must confirm collaborator approvals, advise of any outstanding approvals, and confirm or deny use of their Final Report by McMaster University by signing the Project Release Form. The Project Release Form must be submitted along with the final version or the report to be published.
* Process tips:
  1. receive feedback from your TA and members of the ASP team, and make required revisions,
  2. using the [email template provided](https://asp.mcmaster.ca/experiential-learning-project-opportunities-2/experiential-learning-project-resources/), email collaborators requesting their review and approval (remember to copy (Cc) [asp@mcmaster.ca](mailto:asp@mcmaster.ca) on the email),
  3. make any additional revisions requested by collaborators,
  4. submit final version of your Final Report, photo(s), and signed [Project Release Form](https://asp.mcmaster.ca/experiential-learning-project-opportunities-2/experiential-learning-project-resources/) via A2L.

**Additional Notes**:

* + Start by reviewing past report pages [here](https://asp.mcmaster.ca/our-story/reports-publications/). Find some you like and why; learn from others.
  + Use numeric rather than written words for numbers 10 and above.
  + Accurate referencing required. Use [APA](https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/general_format.html).
  + Total word count should be less than 530 words. References are not included in word count.
  + Proofread your report. Read it out loud. Ask your friends and your student colleagues to review.
  + Plan for multiple (3-4) rounds of revision and finessing with members of the ASP team.