Memo

Date: November 1, 2016

To: All BUSAD 106 Students

From: Alfred Hacopian, Instructor

Subject: Individual Report

As outlined in our syllabus, each student is required to submit a business research paper. This memo is designed to give you some of the basic information you will need to understand and complete this assignment.

Report Topic

Write an informational report about three to five foundations that support education in K-12 grades. Foundations focused on supporting music or art at high school level are especially important to Mr. Rhees, the director of instrumental music program at Hoover high school. He plans to use your information in applying for a grant or financial support from these foundations. Provide as much pertinent information (e.g. application process, due dates, requirements, etc.) as possible following the guidelines provided in this document.

Important Considerations

To be successful on this project you need to consider the following requirements and information:

1. Your report must be presented as an informational report without any recommendations.

2. This report should be based only on secondary sources of information. The secondary sources must be reputable and they should be properly documented in the report for future reference. Beside sources on the internet and research databases, there might be some books on this topic that you can use for your report.

3. Your report should present the facts and information clearly and logically in a well-organized document.

4. Follow the guidelines in Chapter 7 of our class material to create your report. Use a title that is descriptive of your report topic.

5. Include a Statement of Purpose at the beginning of the report. This should be a thesis statement of your report.

6. The report must be 3 to 4 pages (excluding Title Page, Works Cited and Appendix) single spaced, font size 8 to 11 and approximately 0.5" to 0.75" margins all around. Include page numbers on every page, excluding the title page.

7. You will have three major (first-level) headings in the body of your report. Use the following outline and headings to develop your report:

    a. **Introduction**
        i. Attention getter with footnote (if applicable)
        ii. Statement of the purpose (one sentence/statement)
        iii. Limitations or scope (what you ARE or are NOT covering)
        iv. Methods to find information (secondary sources)
        v. Definitions of terms or abbreviations (optional)
        vi. Should be about ½ to one page long

    b. **Body/Findings (do not use this heading; use one descriptive of YOUR specific topic)**
        i. Divide this portion into a minimum of three subsections
        ii. Use descriptive headings that incorporate parallel wording
        iii. Organize the contents logically and footnote or endnote properly
        iv. Should be 2 to 3 pages long

        c.   Summary
            i.   One paragraph summary of the important elements of your report
          ii.   Nothing new; no footnoting
        iii.   Incorporate your Statement of the Purpose and some background

8.   For works cited include the alphabetic listing of the sources used in the report. List only the sources used directly in the report. Use MLA formatting. The newer versions of MS Word (2007 and higher) offer built-in sourcing tools.

9.   Include an appendix, if necessary. An appendix is for extra materials you would like to share with your readers. Remember to refer to the appendix in the body of your report wherever relevant.

10. This 10 point report is due **at or before 11:55 p.m. on December 6**. The report must be delivered in MS Word via Moodle as an attachment. If you prefer, you can also hand-deliver a hard copy of your report, in case you want to ensure the exact "look" of your final printed report (i.e. my printer may produce different colors, layout, etc…) Even if you submit a hard copy, you still need to post the MS Word version of your report in Moodle. No PDF or other formats will be accepted. Any format other than MS Word will cause one penalty point. **If a report is submitted late, 2 points will be deducted for every day it is late.**

General Guidelines

- Complete your own report; group reports are not permitted. The report must be prepared using word processing and good quality print.
- Use manuscript format and direct pattern for this report, following the samples shown in class. Use formal writing style throughout the report.
- Use three to five valid and reputable secondary sources. The sources are to be accessed using electronic databases i.e. EbscoHost, Infotrac, or Proquest. Sources can be no older than 2013 copyright date.
- Use visual aids (i.e. charts, graphs, tables, etc…) discussed in Chapter 8 to make your report more user-friendly and appealing. Visual aids must be clear, relevant, proportional, and referenced in the nearby text.

Grading Policy

I do not give points for "effort" or time spent. I will grade what you submit to me - your final product.

Do not plagiarize. Turnitin and other available tools will be used to verify the authenticity of your report.

Graded Category	Max Points	%	A	B	C
Data, Logic & Development	3.5	35%	3.2	2.8	2.5
Flow & Consistency	2.5	25%	2.3	2.0	1.8
Format	2.0	20%	1.8	1.6	1.4
Grammar	1.0	10%	0.9	0.8	0.7
Word Usage	1.0	10%	0.9	0.8	0.7
Total	**10.0**	100%	9.0	8.0	7.0