

GUIDE FOR CHS 400 FIELD STUDIES REPORT

FORMAT: Letter quality print, title page naming project, preceptor agency, advisor, your name and date.

LENGTH: Recommended 6-10 pages, double spaced, not including bibliography or appendices. Attach samples of products completed during field studies as appendices (policy briefs, brochures, curriculum, reports, etc.).

CONTENT:

- ❑ Executive Summary/Abstract. One page, single spaced. Include the *who, what, when, where, why and how* of your project; project title, preceptor agency, and supervisor. On the lower right hand corner indicate your name, advisor name and date. Remember this will be added to the notebook of abstracts kept in the department library and potentially posted on the department's field studies website.
- ❑ Statement Of Problem. Briefly summarize your objective(s) and relate this to the problem or issue addressed by your project.
- ❑ Context/Organization Setting. A description of the agency where you completed your field studies. This should include type of agency, source of funding, mission statement and type of staffing.
- ❑ Place Of Project Within Organization. Where did you and your project fit in the agency? Include discussion of how this affected your project, if applicable.
- ❑ Results Achieved. Describe results achieved during the course of your field studies. Also explain any difference between proposed scope of work and results achieved, if any.
- ❑ Theoretical Comparisons With Field Studies. What theories and/or concepts did you use in carrying out the scope of work for your project. Relate specific academic experience with field studies.
- ❑ Recommendation For Similar Projects. What did you learn in carrying out your work plan that would be helpful in attempting a similar project? What specific skills did you develop and what specific knowledge did you gain? Knowing what you know now, what would you have done differently?
- ❑ Recommendations For Yourself. What areas have you been able to identify for your own professional or personal development as a result of your field experience?

DUE DATE: One week after completing field studies.