APPENDIX V

Action Report Proposal Format
(Due Prior to Start of Term for the Action Report)

1. Cover Page

    A. University
    B. Title/Sub-title
    C. Degree
    D. School/Name
    E. Telephones/email address
    F. Place and Date

2. Problem Statement*

    A. Problem Definition
    B. Importance of the Problem

3. Background and Literature

    A. Context of problem (events,
       proposal statutes, cases, etc.)
    B. Types of literature to be consulted
    C. State Relationship of this
       project to existing
       literature
    D. Sources (initial list of
       references is to be appended
       to the proposal)

4. Methodology and Evaluative
  Criteria

    A. Data collection (methodology
       by which information is to
       be collected)

    B. Identification, definition and data sources
       of evaluative criteria to be used in
       analyzing policy options

    C. Limitations (study constraints)

5. Management Policy Options

    Brief titles of options

    (tentative responses to the issues
    identified in the title of the
    report with short description of
    each one)

6. Work Schedule

    Begin with the total time available from the
    date the project is to be initiated to the date
    final copies must be submitted (consult
    course syllabus)

    A. Preparation of preliminary work
    B. Review by instructor
    C. Revision of proposal
    D. Preparation of draft/review/revision
    E. Second draft/review/revision
    F. Third draft/review/revision
    G. Further revisions as necessary
    H. Permission to bind final version
    I.   Submission of final copies

---

*Students should submit a two-page problem statement for approval prior to completion of the six-eight page formal proposal. To begin the problem statement, consult with the instructor at least 60 days before the beginning of the term.   Submission of the final proposal is due at least 21 days prior to the start of the term.