

DSA 5900 Professional Practice Final Report Guidelines

Please review the following guidelines when preparing your final report for DSA 5900 Professional Practice. The report must be submitted in Canvas by the date posted. This report will typically be 15-25 pages long and must be typewritten.

1. **Cover Page.** Include your name, semester, course #, credit hours, faculty supervisor, and if appropriate company and company sponsor.
2. **Introduction.** A brief description of the practicum project context. Include a discussion of the research/business context as well as the objectives of the sponsor and how this project will contribute to those goals.
3. **Objectives.** A clear and concise statement of the problem that the practicum will address. In this section, you should include the technical project objectives, as well as your individual learning objectives.
4. **Data.** Describe the data environment. How did you approach interpreting and understanding the data? What techniques did you apply to prepare the data for analysis? Describe why it was necessary to implement these techniques and the implications on the analysis of the data.
5. **Methodology.**
 - a. **Techniques:** Explain your solution method. What techniques are available to use to address your problem? Explain in depth the technique(s) you chose to use for your solution. Why did you choose the technique(s) you applied? Why is that technique (are those techniques) more appropriate/effective than the others?
 - b. **Procedure:** Describe in detail the process and methods that you applied to address the problem and achieve the objectives. Identify your responsibilities on the project and the skills from the DSA core courses that applied to the project.
6. **Results and Analysis.** Narrative of what the data show and explanation of what information is gleaned from the data. Include summary statistics - mean, standard deviation, etc.; tables of data (title at top); figures of data trends (title at bottom, label axes). Analyze and interpret the meaning of the results.
7. **Deliverables.** The accomplishments or outcomes of the plan. Include an interpretation of the technical deliverables in the context of the organization and the problem. How have you resolved the problem? What is the impact of the project outcomes on the research/business objectives?
8. **References.** All literature used to guide the solution and/or cited in the main body should be referred to in this section. Choose a citation format and apply it consistently to all references.
9. **Self-Assessment.** What were your individual learning objectives, and did you accomplish them? What DSA skills were most useful in this project? What skills did you have to learn independently to complete this project?

References

All literature used to guide the solution and/or cited in the main body should be referred to in this section. Choose a citation format and apply it consistently to all references.

Tables

Tables should be placed within the report when appropriate to express some sort of data (i.e., subject characteristics, measured data). All tables must have a title above the table in the following format:

Table 1. Subject Characteristics.

Subject	Gender	Age	Hair Color
1	Male	21	Brown
2	Female	22	Blonde

3	Female	21	Black
4	Male	23	Red

Figures

Figures should be placed within the text of the report when appropriate to express information visually (i.e., a picture or drawing). All figures must have the title below the figure in the following format:

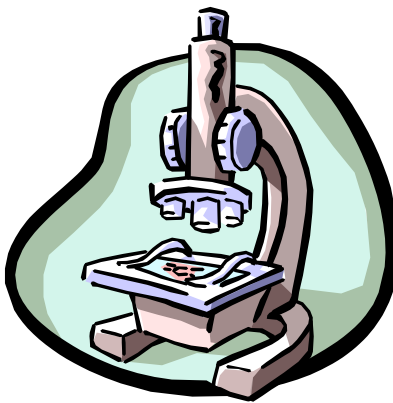


Figure 1. A microscope.

NOTES

1. The Purdue Online Writing Lab is an EXCELLENT resource for writing and citations. Please refer to their website <https://owl.english.purdue.edu/owl/>.
2. The OU Writing Center can provide help in developing your writing. <http://www.ou.edu/writingcenter>. Please consider working with the Center.
3. Use proper organization of your report sections. Section numbers are recommended along with section-based formatting.
4. All the tables and figures used in the report should be numbered sequentially and referred to in the text of the report.
5. Use paragraphs as much as possible. Avoid using 'bullet' format in the report.
6. Do not reproduce any material verbatim from the handout or other sources.
7. Include a cover page. It should have the title of your report, the course number and name, your name, the date, your advisor and your company sponsor (if appropriate).
8. All lab reports are due on Canvas – they should use 1.5 or 2.0 spacing and should be professionally presented.