[COVER PHOTO IMAGE HERE]

Report Title

Course Abbreviation [GEO 100] | Term YYYY

Full Course Title

Course Instructor

College or Department

This report represents original student work and recommendations prepared by students in the Indiana State University Sustainable City Program for the City of Sullivan. Text and images contained in this report may not be used without permission from Indiana State University. All information provided is not subject to publication.

ACKNOWLEDGMENTS

Please have a brief statement expressing gratitude to the people that helped with this project from the city. This list of people should include the point of contact and other project partners from the city, people you interviewed, and faculty who participated that were not your professor. Please have exact spelling and professional titles before finishing the final draft. It is important to acknowledge non-student participants since they are working professionals doing many other things. You may need to ask your professor for help with this list.

EXAMPLE:

The authors wish to acknowledge and thank the Parks and Recreation Department of Sullivan for making this project possible. We would like to thank the staff for their assistance and contributions that were instrumental to the completion of this report.

John Doe, Deputy Superintendent

Leslie Knope, Public Affairs Coordinator

ABOUT SC

The Sustainable Cities (SC) Program is an experiential learning partnership focusing on sustainability and cities in Indiana. Disciplines across the institution are tasked with addressing sustainability issues in a specific community by integrating these into experiential projects for ISU students. These problems range from strategic planning recommendations to community needs assessment, and understanding the impacts of waste strategies to mapping trail systems, and many other issues.

This is a year-long partnership, in which students and faculty in courses collaborate with one specific community partner on these projects. Communities throughout Indiana have leaders who want to make real change. These leaders are passionate about moving their cities forward into the future, but are often limited by lack of resources, staff, and budget.

The SC Program utilizes the innovation and energy of students and faculty to provide ideas that will address these issues. This relationship reinforces and strengthens our Indiana communities.

Each ISU course and community partner will produce tangible and relevant outcomes for the community partner while providing ISU students with real world project completion. This report serves as this outcome.

SC PLANNING COMMITTEE

Nancy Rogers, Ph.D., Vice President for University Engagement

Greg Bierly, Ph.D., Dean of the Honors College

Heather Dalton-Miklozek, Ph.D., Director of the Center for Community Engagement

Daniel Pigg, Director of the Business Engagement Center

Garrett Hurley, Interim Sustainability Coordinator

ABOUT [CITY PARTNER]

COURSE PARTICIPANTS

First Name, Last Name, Major

TABLE OF CONTENTS

EXECUTIVE SUMMARY

A short (about 300-500 words) summary of the entire report. Everything that appears in the Executive Summary should appear somewhere in the report. It should have a statement describing the city’s goals for the project, how the class addressed the goals, and a brief set of findings and recommendations that emerged from the class’ research. Write this section last, after the rest of the report is done.

INTRODUCTION

Somewhere in the introduction, describe what the city’s goals were for the project, the initial problem statement, and how students and faculty worked in partnership with the city (“collaborated with city staff” is a good phrase to use) to explore and expand the scope of inquiry. The introduction may also contain background information about your project site or situation. It should not contain any original work that was done in the class, such as analysis, designs, or recommendations.

BODY SECTIONS

The body sections (2-5) will vary based upon the structure of the course. The body sections include all of the original work that was done in the class, including findings and recommendations.

How to Structure the Body Sections

Figuring out how to synthesize all of the work done in the course into a single set of body sections is the main work of this report.

The first step is to read and review all of the material that was generated in your course, including reports, posters, images, models, and PowerPoint presentations. Themes that emerge from individual projects should be included in a conclusions section and in the Executive Summary, and they can help determine a good structure for the body of the report.

For reports with many proposed design scenarios or solutions to problems, it is better to pick 2-3 different good solutions for a given problem than to include all 16 examples for every item. We want to be concise and provide a brief set of our best recommendations; we do not want to provide a comprehensive set of options that requires the reader to sift through a massive report to find the best ideas

CONCLUSION

This can be brief. The conclusion should contain common themes, findings, and recommendations that emerge from the individual or group projects in the course.

APPENDIX/APPENDICES

Appendix materials should be referenced in the body of the report. If an appendix is not referenced in the report, consider whether it is really useful to the reader.

REFERENCES

All bibliographic references should be tracked in full citation format. The references will go at the end of the report, and not in the footnotes