Please review the following guidelines when preparing your final report for DSA 5900 Professional Practice. The report must be submitted in Canvas 48 hours prior to the presentation. This report will typically be 15-25 pages long and must be typewritten.

a. Introduction. Background information on the problem context. What is the organization for which you are working? What are the key goals of the organization? Include a discussion of the research/business objectives of the sponsor and how this project will contribute to those goals.

b. Objectives. A clear and concise statement of the problem that the practicum will address. What is the specific nature of the problem you are solving? What are the specific objectives that you are trying to accomplish? How will you know you have solved the problem/accomplished these objectives?

c. Data. Describe the data environment, how you approached 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.

d. Methodology.
   i. Techniques: Describe the appropriate techniques for your problem. Why are these the right techniques? Why did you choose the technique(s) you applied?
   ii. Procedure: Describe the process and methods that you applied to address the problem and achieve the objectives. The student responsibilities for each project should be clearly identified along with the skills from the DSA core courses they applied to the project.

e. Results and Analysis. Narrative of what the data show. 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. Contextualize the findings according to the organization and problem.

f. Deliverables. The deliverables or outcomes of the plan should be described here. This should include an interpretation of the technical deliverables in the context of the problem objectives. How has the problem been resolved? What is the impact of the project outcomes on the research/business objectives?

g. 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.

h. 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? Also include how many credit hours the practicum was for, if it was a paid internship, un-paid internship or research project, and who supervised the work (include name, contact and title).
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.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Gender</th>
<th>Age</th>
<th>Hair Color</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Male</td>
<td>21</td>
<td>Brown</td>
</tr>
<tr>
<td>2</td>
<td>Female</td>
<td>22</td>
<td>Blonde</td>
</tr>
<tr>
<td>3</td>
<td>Female</td>
<td>21</td>
<td>Black</td>
</tr>
<tr>
<td>4</td>
<td>Male</td>
<td>23</td>
<td>Red</td>
</tr>
</tbody>
</table>

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.