

# Title

Student name 1

## I. INTRODUCTION

Include a title and one or two paragraphs describing what you plan to do. Tell what interviews, site visits, or other activity you plan. Be specific if you can. Include one good reference you plan to use. This is an example of how to include a citation [1].

## II. BACKGROUND

Give a background on your topic. Include references.

## III. RESULTS

Results of your interviews or observations. Use information and/or quotes from your interview or observations.

## IV. DISCUSSION

Your comments or evaluation of interview or observations

## V. SUMMARY

Summary of your paper.

## APPENDIX

The Appendix should contain the name, position, and company (or other relevant information) for the person(s) you interviewed or the places you visited. For interviews, include your list of questions and indicate if the interview was in person, by phone, or by email. (In-person interviews are best, but may not be available for some topics.) Include the person's answers. (A summary is ok.) If you identify the person fully and quote extensively from the interview in the body of your paper you do not have to include the appendix. The Appendix does not count toward the 4000 word requirement.

Summarize your paper.

## REFERENCES

- [1] J. M. Williams and I. B. Nadel, *Style: Ten lessons in clarity and grace*. Scott, Foresman Glenview, IL, 1989.