EMPLOYMENT PROGRAM FINAL REQUIREMENTS

ENGLISH
(BA.ENMC, BA.ENWC, BA.ENGL)

All English Majors, after finishing their employment hours, should write a final progress report on their employment experience based on the following criteria.

FORM
- The report should be computer-printed according to standard grammar, punctuation, and manuscript form.
- It should follow the organization of a business report, with headings, white space, and lists.
- The finished report should be at least 1,000 words long.

CONTENT

The report should have the following sections:

1. Executive Summary: This is a complete summary of the whole report, from Introduction to Conclusions. It should be designed so that someone could read this section instead of the whole report, including facts, analysis, and conclusions. It should be significantly smaller than the report (1/4 the length or less), but be missing no significant aspect of the report. While this section is first, it should be written last, after the rest of the report is finished. It will be the most difficult part of the report to do well. Expect it to take time and many revisions. It will significantly affect the grade.

2. Introduction: This section should explain the background for the Work Experience, covering aspects such as school requirements, goals for the job, and any other material a reader may need to understand what was done and why. This section should be as short as possible and still be effective.

3. Facts: This section should show such things as beginning and ending dates, name and address of supervisor(s) and companies, description of duties, and so on. It should give a detailed look at the facts involved with your job(s). Lists, tables, and similar visual aids should be used here.

4. Analysis: This section should compare your goals and expectations to the actual experience of the job. For example, if you were expecting to learn how to do office writing, did the job allow you to do that. Analysis should depend on the facts shown in the previous section.

5. Conclusions and Recommendations: This section should answer questions such as the following, based on the above facts and analysis: Did the work meet your goals? Would you...
recommend a similar job to a similar student? What would you change if you had to do this again next year?

**GRADING**

Reports will be graded based on form and content. The student should use report forms from Business Communications texts. This is not a research paper and should not look like one. Sections of the paper should be independent (for example, all analysis should be in the Analysis section and all conclusions in the Conclusion section), but there should be a clear flow of logic and transitions between the parts (for example, all conclusions should be based on analysis, and all analysis on facts). Sharp, insightful analysis is expected.

If you have any questions on any part of this process, please contact the English Department Chair.