

FORMAL REPORT FORMAT

AG MECHANIZATION CLASSES

The report should include the following and submitted in canvas as an attached word document:
(Using Times New Roman 12 font - @ one once margin)

Cover Page: Blank sheet on front. (5 pt)

Title Page: Your name, date, class, title of report, etc. (5 pt)

Table of Contents: This would be derived from the outline. (5 pt)

Introduction (Include the following): (@ 1 page) (5 pt)

Introduction of the report

Problem Statement

Definitions of Terms

Report Body: (4-5 pages) (15 pt)

Development of the Information using correct grammatical phrases, sentence and paragraph structure with the transitional form in moving from one area to another. Double-spaced, 4 to 5 pages.

Conclusion/Summary: (@ 1 page) (10 pt)

Facts and statements found here should be derived from the report body. No editorializing or introducing new subject matter.

References: (At least 3) (5 pt)

Grading will be established by quality of report, following instructions, clarity of the problem, along with the following of the above mentioned information.

Report Presentation: Open, defending Covid-19

The group presentation needs to be 15 min long and in a multimedia format or canvas discussion. Have a group report presentation outline ready to turn in at time of presentation.

NOTE: Students with disabilities are encouraged to discuss their needs with the instructor, preferably during the first week of the semester. Course materials will be provided in alternative formats - large print, audio, and braille - in cooperation with the Disability Resource Center

ASTE 1130

FORMAL REPORT FORMAT
AG MECHANIZATION CLASSES

The report should include the following and submitted in canvas as an attached word document:
(Using Times New Roman 12 font, one-inch margin)

Cover Page: Blank sheet on front. (5 pt)

Title Page: Your name, date, class, title of report, etc. (5 pt)

Table of Contents: This would be derived from the outline. (5 pt)

Introduction (Include the following): (@ 1 page) (5 pt)

Introduction of the report
Problem Statement
Definitions of Terms

Report Body: (4-5 pages) (15 pt)

Development of the Information using correct grammatical phrases, sentence and paragraph structure with the transitional form in moving from one area to another.
Double-spaced, 4 to 5 pages.

Conclusion/Summary: (@ 1 page) (10 pt)

Facts and statements found here should be derived from the report body. No editorializing or introducing new subject matter.

References: (At least 3) (5 pt)

Grading will be established by quality of report, following instructions, clarity of the problem, along with the following of the above-mentioned information.

Report Presentation:

The group presentation needs to be 15 min long and in a multimedia format or canvas discussion. Have a group report presentation outline ready to turn in at time of presentation.

ASTE 1610

FORMAL REPORT FORMAT:

The 8 to 10 page report, using Times New Roman 12 font and @ one inch margin should include the following: **To be submitted in canvas.**

Cover Page: Just a blank page covering the title page all staple once in the corner. (5 pts.)

Title Page: Your name, date, class, subject, etc. (5 pts.)

Table of Contents: This would be derived from the outline. (5 pts.)

Introduction (Including the following): (1 page) (5 pts.)

Introduction or purpose of the report
Definitions of Terms

Report Body: (4-5 pages double spaced) (15 pts.)

Development of the Information using correct spelling, grammatical phrases, sentence and paragraph structure with the transitional form in moving from one area to another.

Conclusion/Summary: (@ 1 page) (10 pts.)

Facts and statements found here should be derived from report body. Could include pros and cons, benefits and non-benefits

References: At least 3 references (5 pts.)

Grading will be established by quality and professionalism of report, clarity of the problem, following these instructions, along with the amount learned by the report outside of what is expected to be learned in class.

REPORT PRESENTATION:

The group presentation needs to be 15 min long with a topic from the groups reports. It needs to be in a multimedia format or in canvas discussion. Have a report outline ready to turn in at time of presentation.

Report Presentation: (Group)

Needs to be 15 minutes in time and in a multimedia format. That can be either a class PowerPoint or canvas group discussion presentation. Open, depending on Covid-19

NOTE: Students with disabilities are encouraged to discuss their needs with the instructor, preferably during the first week of the semester. Course materials will be provided in alternative formats--large print, audio, and Braille--in cooperation with the Disability Resource Center.

ASTE 1620

FORMAL REPORT FORMAT
AG MECHANIZATION CLASSES

The report should include the following and submitted in canvas as a word document:
Use 12 font Times New Roman) with one-inch margin.

Cover Page: Blank sheet on front. (5 pt.)

Title Page: Your name, date, class, title of report, etc. (5 pt.)

Table of Contents: This would be derived from the outline. (5 pt.)

Introduction (Include the following): (@ 1page) (5 pt.)

Introduction of the Report
Definitions of Terms

Report Body: (4 -5 pages) (15 pt.)

Development of information using correct grammatical phrases, sentence and paragraph structure with the transitional form in moving from one area to another. Double-spaced, 12 font, and 8 to 12 pages.

Conclusion/Summary: (@ 1page) (10 pt.)

Facts and statements found here should be derived from the report body. No editorializing or introducing new subject matter.

Reference Page: (at-least 3) (5 pt.)

Grading will be established by quality of report, following instructions, clarity of the problem, along with the following of the above-mentioned information.

Report Presentation: (Group)

Needs to be 15 minutes in time and in a multimedia format. That can be either a class PowerPoint or canvas group discussion presentation.

NOTE: Students with disabilities are encouraged to discuss their needs with the instructor, preferably during the first week of the semester. Course materials will be provided in alternative formats--large print, audio, and Braille--in cooperation with the Disability Resource Center.

FORMAL REPORT FORMAT

The 8 to 10-page report, using Times New Roman 12 font, with @ one inch margins should include the following:

Cover Page:(5 pts.) Just a blank page covering the title page all staple once in the corner.

Title Page:(5 pts.) Your name, date, class, subject, etc.

Table of Contents:(5 pts.) This would be derived from the outline.

Introduction (Including the following): (1 page)(5 pts.)

Introduction and purpose of the Report
Definitions of Terms

Report Body: (3-4 pages) (15 pts.)

Development of the Information using correct spelling, grammatical phrases, sentence and paragraph structure with the transitional form in moving from one area to another.

Conclusion/Summary: (@ 1 page) (10 pts.)

Facts and statements found here should be derived from report body

References: (5 pts.) At least three references

Grading will be established by quality and professionalism of report, clarity of the problem, following these instructions, along with the amount learned by the report outside of what was expected to be learned in class.

NOTE: Students with disabilities are encouraged to discuss their needs with the instructor, preferably during the first week of the semester. Course materials will be provided in alternative formats large print, audio, and Braille, in cooperation with the Disability Resource Center.

Class: T R – 7:30 am – 8:30 am

FORMAL REPORT FORMAT

The 8 -10 page, using Times New Roman 12 font, with @ one inch margins report should include the following:

Blank Cover Sheet: (5 pts.)

Title Page: (5 pts.) Your name, date, class, etc.

Table of Contents: (5 pts.) This would be derived from the outline.

Introduction (Include the following): (1 page) (5 pts.)

Purpose of the Report

Definitions of Terms

Report Body: (3-4 pages) (15 pts.)

Development of the Information using correct grammatical phrases, sentence and paragraph structure with the transitional form in moving from one area to another

Conclusion/Summary (@ 1 page) (10 pts)

References: (5 pts.) At least three references.

Grading will be established by quality of report, following instructions, clarity of the problem, along with the following of the above mentioned information.

NOTE: Students with disabilities are encouraged to discuss their needs with the instructor, preferably during the first week of the quarter. Course materials will be provided in alternative formats--large print, audio, and braille--in cooperation with the Disability Resource Center.