

Rough Draft

Due Week 11 (Friday, November 6)

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Fall 2026

- **Due:** Week 11 (Friday, November 6)
- **Points:** 3
- **Submit to:** Blackboard
- **Submission:** By Project

Instructions

This page outlines the **minimum requirements** for the rough draft of your final report. These are only the minimum requirements, and you should aim to have your rough draft as complete as possible. Your UCA will provide you with comprehensive feedback on your rough draft, so the more you include, the more mistakes will be caught before your final draft.

As always, if you are concerned about being able to complete the rough draft requirements on time, please speak to your UCA.

Rough drafts are graded on a three-point scale. Rough drafts that are submitted on time and meet **all** of the requirements listed here will receive all three points.

Hint: look at the UCA example reports on Blackboard for additional guidance.

Minimum requirements

Formatting

- Cover page
- Headings in correct places
- Footers and page numbers
- The following sections: Executive Summary, Introduction, Methods, Findings, and Appendices (Appendix I, Appendix II, Appendix III, and as needed Appendix IV and V)

Hint: see the Formatted Report Shell and the Footers and Section Breaks Guide.

Executive summary

- Completed executive summary
- Four finding statements should be complete; the rest may use X as a placeholder

Hint: see the Executive Summary Guide.

Introduction

- Completed introduction

Hint: see the Introduction and Methods Guide.

Methods

- Completed methods page
- If your methods section requires the use of graphs, you must include these

Hint: see the Introduction and Methods Guide.

Findings

- Four findings and accompanying graphs, sources, and comments
- Formatted according to the [PST 315 Graphing Guidelines](#)
- As a reminder, your final report requires **seven** findings

Hint: see the Findings Guide.

Appendices

- Appendices page includes a table of contents
- **Appendix I – Research Questions:** must be completed
- **Appendix II – Data Frequencies:** data frequencies from at least four findings
- **Appendix III – Codebook and Spreadsheet:** must be completed
- **Appendix IV – Open-Ended Responses:** if your report requires Appendix IV, you should have this section about 25% completed
- **Appendix V – Disaggregated Graphs:** if your report requires Appendix V, you should have this section about 25% completed

Hint: see the Appendices Guide.

Guidelines

The following guidelines apply to this assignment:

- [Executive Summary Guide](#) – How to write and format your executive summary.
- [Introduction and Methods Guide](#) – How to write the introduction and methods sections of your report.

- [Findings Guide](#) – How to lay out a findings page: statement, graph, source, comment.
- [PST 315 Graphing Guidelines](#) – The formatting rules every graph in your report must follow.
- [Appendices Guide](#) – What belongs in each of the five appendices.
- [Footers and Section Breaks Guide](#) – How to edit footers, align page numbers, and delete section breaks.

You can find all of the course guidelines on the [Guidelines](#) page.