INF 163 Project in Social and Organizational Impacts of Computing

Spring 2017

Final Report Requirements

Your final project report contributes 30% of your grade for the class. It should report on your findings and your methods.

Your paper should be around 25 pages long, single spaced (double space between paragraphs). It should include a 2-page "executive summary." I expect to share the executive summaries and with the field site, although the full report should be written with the client audience in mind (I'll share them if they are interested). The page count includes the title page, table of contents, executive summary, and the body of the report. Reference and appendix are *not* counted in the page count.

Your report must also include supplemental materials not included in the page count. Supplemental materials will not be shared with your research site. These materials include any interview transcripts, images, or other additional data. These are part of the graded material.

Final reports are due by 5pm on Tuesday June 13ᵗʰ. No reports will be accepted past 5pm and everyone in the group will receive a 0 on the final report.

Components of the Report

Literature: Your research should be grounded in the literature. You have already completed an initial literature review. You should include at least five references in your report. Make sure you are using the literature – as a springboard, as a framework, as evidence, as helping to frame problems, and so on. How does it contribute?

Data and methods: Describe data collection in detail. If you collected artifacts, list them and describe how they were collected and analyzed. Describe your methods of analysis, and how you decided to do what you did.

Recommendations: Be humble. Be critical (in the sense of a dispassionate eye, not in the sense of criticizing!) but be helpful. Remember the limitations of your participation; but be conscious too that you get to see things from an outsider's perspective and that's valuable. Offer suggestions but don't issue demands.

Conclusion: Summarize your recommendations but also consider what the limits are. What is left to explore? What is not included? What should people do with your information – other researchers, other clients?

If you use photographs in your paper, the identities of your interview participants must be disguised, unless you have explicit permission from the people in the photographs.

Report Outline and Rubric

Final report should contain at least the following sections:

Executive Summary (2 points)

Introduction (5 Points)

    What is being studied and why

Setting of research

Methods (5 Points)

More detailed description of setting

Sample (number and demographics)

Methods such as survey, case study, in-depth interviews

Literature review (5 Points)

Findings & Discussion (13 Points)

Presentation of findings

Discussion of findings

Design, policy, technological, or other implications of findings

Directions for future research

Your report must also include supplemental materials NOT included in the 25 page count

Transcripts of your interviews

All images taken (photographs, scans of medial forms, etc.)

Copies of all field notes, site visit logs, and so on