

## Tech 250: Final Report and Presentation

Your report should contain the information below. Your presentation should summarize the contents of your report and be at least 10 minutes long and no more than 12 minutes long. You should plan to demonstrate a product or a technique as a part of your presentation.

Address the following in your final report and presentation:

- What was your project?
- Why did you decide on it?
- What was your plan?
- How did your accomplishments measure up to your plan?
- What kind of schedule did you keep?
- Did life intervene with your plan?
- What accomplishment are you most proud of?
- What would you still like to improve?
- What was the best thing about doing your project?
- What was the most frustrating thing?
- **What did you learn about yourself as a learner during this process?** Note: Spend some time on this one—it is the most important element of your project.

Submit your journal when you do your oral presentation. I will return it to you before you leave the classroom that day. The written report is due by the end of the class period on Final Exam Day, although you may turn it in early if you wish.

In addition to what is listed above, your report should:

- Include a title page with your name, class name, project title and date.
- Follow an accepted format for term papers. (APA, MLA, Chicago—your choice)
- Be word processed, 12-point font, double spaced with normal margins. No exotic type fonts! Times New Roman is preferred.
- Include a source page (bibliography) following the format you chose above.
- Contain at least 8 pages of text. Pictures, title page and source page do not add to the page count.