HOS2243 Written Report Instructions

Deadline: Submit your written report by 11:59 PM the night before the next class after your leading effort.

Purpose: This report combines a summary of what occurred in class with your final decisions after receiving feedback from your classmates. It is a team effort, not an individual essay.

Steps to Complete Your Report:

1. **Compile Notes:**

   o After your Leading Effort, gather all your notes into one document accessible to all team members.

2. **Create a Word Document:**

   o Use any system to draft your report, but the final submission must be in Word format.

   o You can use online tools like Word Online or Google Docs for real-time collaboration.

3. **Report Elements:**

   o **Title Page:** Include the title of your case, due date, and names of all participating team members. Exclude names of non-participating members; they will receive a grade of zero.

   o **Table of Contents**

   o **Page Numbers:** Number all pages after the table of contents.

   o **Citations and References:** Use in-text citations and include a reference section.

   o **Font:** Use a consistent font type and size (Times New Roman, Arial, or Calibri in 12pt).

4. **Required Sections and Headers:**

   o **Case Background:**

      ▪ Provide a summary of the case study and explain what your team and class are tasked with. Do not list the tasks; give an overview of their purpose.

   o **Previous Learning:**

      ▪ Outline the relevant courses and specific learning that your classmates believed could be utilized in your case.

- Explain why your classmates believe this learning was applicable.

- Include a paragraph stating whether your team agrees with the feedback and why. If you believe your classmates missed a course, seek to mention the additional relevant course or learning.

- **Required Tasks:**

  - Use sub-headers with the exact wording of each task from your case

  - Summarize the feedback received in class for each task in 1-2 paragraphs.

  - Provide your team's final decision and rationale, supported by research or previous learning.

- **Reflection of Leading Effort:**

  - Reflect on your strengths and weaknesses during the Leading Effort.

  - Suggest improvements for future leading efforts.

- **References:**

  - Include 2-3 references supporting your rationales from the "Required Tasks" section.

  - Use APA format for the reference list.

5. **Review:**

   - Check for formatting, spelling, and grammar errors before submitting.

Any findings of Academic Dishonesty will be dealt with in accordance to the AA48: Academic Honesty Policy of Algonquin College. A report will be filed with the Academic Integrity Office in which the entire team will have to meet with them. The entire team may be penalized for this.

While AI is being permitted to be used to brainstorm and plan the Leading Effort, it is strictly prohibited to be used for the Written Report.

Criteria	A+ (90%-100%)	A- to A (80%-89%)	B- to B+ (70%-79%)	C- to C+ (60%-69%)	D- to D+ (50%-59%)	F (below 50%)	Criterion Score
Case Background	5 points Presents an insightful and thorough background of the current situation in the case. No errors and misinterpretations are present.	4.25 points Presents an strong background of the current situation in the case. Minimal errors and misinterpretations are present.	3.75 points Presents a generally effective background of the current situation in the case. Some errors and misinterpretations are present.	3.25 points Presents a somewhat superficial background of the current situation in the case. Errors and misinterpretations are present.	2.75 points Presents a superficial background of the current situation in the case. Numerous errors and misinterpretations are present.	0 points Presents an incomplete background of the case.	/ 5
Previous Learning	10 points Presents an insightful and thorough review of previous learning that is connected to the situation in the case study. Feedback provided by classmates is present. No errors and misinterpretations are present.	8.5 points Presents a strong review of previous learning that is connected to the situation in the case study. The majority of the feedback provided by classmates is present. Minimal errors and misinterpretations are present.	7.5 points Presents a generally effective review of previous learning that is connected to the situation in the case study. Most of the feedback provided by classmates is present. Some errors and misinterpretations are present.	6.5 points Presents a somewhat superficial review of previous learning that is connected to the situation in the case study. Some of the feedback provided by classmates is present. Errors and misinterpretations are present.	5.5 points Presents a superficial review of previous learning that is connected to the situation in the case study. A minimal amount of the feedback provided by classmates is present. Numerous errors and misinterpretations are present.	0 points Presents an incomplete review of previous learning. None of the feedback provided by classmates is present.	/ 10
Required Task(s) and/or Issue(s)	15 points Task(s) and/or Issue(s) were clearly outlined. For each task, a report was provided outlining all of the feedback that was received in class along with a concluding paragraph outlining what the leading team has decided is the best approach and why. Task(s) and/or Issue(s) were correctly solved with no errors present.	12.75 points Task(s) and/or Issue(s) were well outlined. For each task, a report was provided outlining the majority of the feedback that was received in class along with a concluding paragraph outlining what the leading team has decided is the best approach and why. Task(s) and/or Issue(s) were correctly solved. The solutions had limited errors within them.	11.25 points Task(s) and/or Issue(s) were fairly well outlined. For each task, a report was provided outlining most of the feedback that was received in class along with a concluding paragraph outlining what the leading team has decided is the best approach and why. Most Task(s) and/or Issue(s) were correctly solved. The solutions had some errors within them.	9.75 points Task(s) and/or Issue(s) were not all well outlined. For each task, a report was provided outlining some of the feedback that was received in class along with a concluding paragraph outlining what the leading team has decided is the best approach and why. Some Task(s) and/or Issue(s) were correctly solved. The solutions had errors within them.	8.25 points All Task(s) and/or Issue(s) were not well outlined. For each task, a report was provided outlining a minimal amount of the feedback that was received in class along with a concluding paragraph outlining what the leading team has decided is the best approach and why. Minimal Task(s) and/or Issue(s) were correctly solved. The solutions had numerous errors within them.	0 points All Task(s) and/or Issue(s) were not outlined. ask(s) and/or Issue(s) were all incorrectly solved with numerous errors present. No outline of the feedback received was provided.	/ 15
Reflection of Leading Effort	5 points Presents an insightful reflection of the team's leading effort in class. Strengths, weaknesses and ideas as to what could have been done differently are all present.	4.25 points Presents an strong reflection of the team's leading effort in class. The majority of the strengths, weaknesses and ideas as to what could have been done differently are present.	3.75 points Presents a generally effective reflection of the team's leading effort in class. Most of the strengths, weaknesses and ideas as to what could have been done differently are present.	3.25 points Presents a somewhat superficial reflection of the team's leading effort in class. Some of the strengths, weaknesses and ideas as to what could have been done differently are present.	2.75 points Presents a superficial reflection of the team's leading effort in class. Minimal strengths, weaknesses and ideas as to what could have been done differently are present.	0 points Reflection does not follow required format. Strengths, weaknesses and ideas are not present.	/ 5
Writing mechanics	5 points Writing demonstrates a sophisticated clarity, conciseness, and correctness; includes thorough details and relevant data and information; extremely well-organized	4.25 points Writing is accomplished in terms of clarity and conciseness and contains only a few errors. It includes sufficient details and relevant data and information is well-organized	3.75 points Writing is generally good in terms of clarity it contains a few errors. It includes sufficient details and relevant data. The information is generally well-organized	3.25 points Writing may at times lack clarity it contains quite a few errors. It lacks some details and relevant data. The information is generally well-organized	2.75 points Writing lacks clarity or conciseness and contains numerous errors; gives insufficient detail and relevant data. The information lacks organization	0 points Writing is unfocused, rambling, or contains serious errors; lacks detail and relevant data and information; poorly organized	/ 5