Guidelines:

Develop a justification/recommendation report using an indirect pattern. Choose from the activities listed on the reverse side of this document, or be creative and acquire my approval of a similar effort. You are required to introduce the purpose of your report, share your methods of data collection, provide headings that combine function and description as signposts, use APA style to cite sources in your text, provide alternatives, highlight cost [if required], summarize findings and make specific recommendations.

The learner may conduct an interview within a business organization and is required to prepare a literature review [reference page] using at least 3 sources including at least one (1) peer reviewed [refereed] source.

The analytical report will be a maximum of 2 pages in length, single-spaced, double-spaced between paragraphs, and provide a list of references using APA format or MLA if preferred.

The reference page must include all data referenced in your text. All website listings must be referenced appropriately. Do not simply provide the web address.

A sample report can be reviewed on the following pages of each text:
- Edition 4 pages 433-434,
- Edition 5 pages 448 and 449, and

Start your research immediately, especially if you plan to conduct interviews! Refer to your course schedule for the date your 3x3 writing process begins. You will want to collect all references and data prior to that date or sooner.

Due Dates for your rough draft and final submission to your instructor are provided in the course schedule that accompanied the syllabus.
Justification/Recommendation Report Suggested Activities:

I. Philanthropic Project Search

How exciting! GraphicTech, the start-up company where you work, is turning such a profit that the owner wants to support some kind of philanthropic program. This effort requires research to check out the possibilities followed by a report to owner and the board of directors.

Your Assignment:
1. Investigate philanthropic projects such as volunteerism, cause-related marketing, matching funds, charitable donations, education, etc. on 20-high profile company websites.
2. In a recommendation report, identify your company’s philanthropic goals/values/philosophies, discuss three of the best programs suited to those goals/values/philosophies, and recommend one that can serve as a philanthropic project model for GraphicTech mapped to these goals/values/philosophies.

II. Change is in the Air

Your Assignment:
1. Identify a problem or procedure that needs to be changed where you work. Examples might be, poor scheduling, outdated equipment, slow order processing, poor customer service, inadequate training, restrictive rules, dissatisfied customers, etc.
2. Investigate feasible solutions through interviews with appropriate management, whenever possible.
3. In developing a solution to the problem, strive for constructive discussions and harmonious improvements.
4. In a recommendation report addressed to your boss, offer your problem solving suggestions.

III. Campus Problem Resolution

Your Assignment:
1. Investigate a campus issue, such as poor bus service, inadequate parking, cumbersome registration process, inadequate class scheduling, bookstore inefficiencies, weak job placement program, unrealistic degree requirements, lack of internship programs, etc.
2. Investigate feasible solutions through interviews with the officials involved, whenever possible.
3. In developing a solution to the problem, strive for constructive discussions and harmonious improvements.
4. In a recommendation report addressed to the appropriate officials, offer your problem solving suggestions.