Mohawk College Logo BUSN10141

Research Report Assignment (30% of final grade)

# ASSIGNMENT OVERVIEW

Summary reports are used in business to provide management with information. You might be asked by a manager to conduct research on a given topic and have to submit a report with your findings. OR…you might want to start your own company one day, and in this case, research in a variety of subjects may be critical!

There are 2 parts to this assignment:

1. **Summary (Research) Report**

* You will write a Summary Report whereby you will conduct research on a specific business topic. You will be asked to choose a topic from a given list.
* The topics are posed as QUESTIONS. You will write a report that **ANSWERS** the question using data, facts and figures that you have found to support your thinking.
* As such, your report MUST include **in-text citations using APA formatting!**
* Your report should include all components listed in Table 4.5.2 “Parts of a Report” (page 71-72) of the main eText for this course (PLEASE NOTE: the “Introduction” and “Appendix” sections are OPTIONAL)
* Your report must meet all the requirements listed in the “Specific Requirements” section below.

1. **INFOGRAPHIC**

* You will create an Infographic that is visual summary of your Research Report.
* Your Infographic should be designed to quickly and clearly answer your research question.
* Your infographic should focus on the data, facts and figures that you used in your research report.
* You can use any application you wish to create the Infographic (Canva will be demonstrated in class), but it must be in a format that you can share via the drop box for this assignment.

You will select and “sign up” for one of the topics in Week 2. **NOTE: If you do not select and sign up for a business topic by the end of Week 2, one will be assigned to you.**

You will use your completed Lab Assignment 2 for this assignment. Lab 2 involves finding and properly citing reliable resources and references you will use to write your Research Report.

This is an INDIVIDUAL assignment and should be completed individually. Each student is required to submit own work.

The Research Report must be completed using the APA style of referencing.

Both parts of this assignment (Research Report and the Infographic) must be submitted to the Dropbox on the course website. It is the student’s responsibility to ensure the files submitted are correct and can be opened. **Submissions with file submission errors will be subject to a 10% per day grade deduction.**

Files submitted to the Dropbox will be subject to a Turnitin (plagiarism) review. A score of 35% or higher will be reviewed in detail and could result in a grade of 0%.

# SPECIFIC ASSIGNMENT REQUIREMENTS

**Your Research Report must meet the following requirements:**

* Completed in MS Word with the following technical specifications: single spaced (NO spaces in between lines!); ONE space in between paragraphs; 12 pt font; normal margins; accurate page numbering
* Your report should include all components listed in Table 4.5.2 “Parts of a Report” (page 71-72) of the main eText for this course (PLEASE NOTE: the “Introduction” and “Appendix” sections are OPTIONAL)
* Each report “part” must begin on a new page.
* Page length requirements by report “part” are as follows:
  + Title Page = 1 page
  + Table of Contents = 1 page
  + Executive Summary = ½ page to 1 page max
  + Introduction (OPTONAL) = ½ page to 1 page max
  + Body = 2-3 pages
  + Conclusion = ½ page to 1 page max
  + References = 1 page
  + Appendix (OPTIONAL) = 1 page
* The “Body” of your report should not be called “Body”. You should have clear headings and sub-headings throughout the Body of your report.
* Written in 3rd person narrative (no “I” or “we”)

**Your Infographic must meet the following requirements:**

* Completed using an infographic application of your choice
* One page maximum
* Includes text as well as graphics
* Full Colour

# PLAGIARISM CHECK POINT!!

**Plagiarism Check Point – Pass/Fail**

If your submission does not pass this checkpoint, you will receive an automatic **grade of 0% on the entire assignment**.

***Proper citation is mandatory and must follow the APA style of referencing***. ***Your assignment must include:***

1. Reference List – written using APA formatting
2. In-Text Citations – written using APA formatting

Use of the work of others, when properly cited, is appropriate only when a few words/a sentence are stated, not when multiple sentences and/or paragraphs are cited continuously. Using the words of others is meant to augment/support your work, not replace it. Non-compliance with proper citation methods represents academic dishonesty and results in a grade of zero.

# ASSESSMENT

Provided your submission passes the Plagiarism Check Point (see section above), it will be graded as follows:

**Research Report (20% of final grade) –** see grading Rubric in MyCanvas

**Infographic (10% of final grade) –** see grading Rubric in MyCanvas

This is an individual assignment and is worth 30% of your final grade.

# DUE DATE

DUE DATE: see MyCanvas

**Late assignments will not be accepted.**