Final Report Template - can be found in Module M4 A

The final report should be written in the past tense (as opposed to the proposal, which is written in the future tense). There is no page limit or requirement for the final report, though you should generally expect it to be at least 20 pages total. The report should be as long as it needs to be to comprehensively cover the required sections.

The final practicum report should match the following format:

1. Title page
2. Abstract
3. Table of Contents
4. Problem Statement
5. Project Description and Overall Goals
6. Rationale
7. Objectives
8. Literature Review – This must be an expanded review based upon the initial proposal review
9. Practicum Design, Methods, and Implementation
10. Practicum Outcome – this will include a presentation and discussion of the results of your work as well as any results, findings, or conclusions, including limitations that were discovered and recommendations for further study/analysis/action
11. Competencies – This will include a statement of any competency achieved during the practicum along with a brief description of how the competency was achieved. The goal is to clearly explain how each competency you list in the final report was satisfied/achieved.
12. References
13. Appendix (for any supplemental material that you created or developed for the project)

The report should be formatted according to the current APA style guide.

There are samples of successful final reports in the Course Documents section. Please note that those samples were completed before the most recent changes to the Final Report Format listed above. Use the samples for guidance, but make your final report match the format listed here.

CGHS uses the current Publication Manual of the American Psychological Association (APA) as its style guide. You should have a copy of the Publication Manual and refer to it frequently as you prepare your Final Practicum Report. Some basic APA formatting standards for the Final Report can be found in the Course Documents section.