Master’s in Development Practice
Final Report

Guidelines for Content and Style
(Updated April 2015)

Photo by MDP student, Kara Luebbering
MDP FINAL REPORT (FR)

Guidelines for Content and Style

OVERVIEW

As the capstone of your degree, the final report should reflect both the scholarly and professional skills you have cultivated over the last two years, thereby evincing your competence to work in the development community. Some will focus on a thematic and geographic area of interest in development practice; others may include analysis of data acquired during the practicum. Whatever the content, your report should demonstrate analytical writing, consolidate your learning experiences both in the classroom and the field, and be designed to aid you in the job search. Upon completion, the report will be published on the MDP website.

STANDARDS

● The MDP Final Report (FR) needs to be edited and polished, as it will be open to public scrutiny.
● Citations can be made in the style of your choice, as long as you use a single style consistently.
● A general format of the report is below. *Some variation is allowed, for example if a portion of the report is to be published elsewhere.*

SUBJECT

This will vary between students, but all reports should attempt to blend to the greatest extent possible the results of your summer practicum with your specialization. *If your practicum does not lend itself to a final report of this style, variation is allowed with the approval of the program director.*

In terms of your practicum experience, the report should elegantly and succinctly convey the following:

● Your general practicum experience, including the programs and activities undertaken and the role you played in implementing them, the site and context of intervention, etc.
● How your experience contributed to your training as a development practitioner;
• How the institution(s) and program(s) with which you were affiliated did, or did not, contribute to the well-being of the targeted community(ies); and
• How best to proceed in mitigating the poverty-related challenges you addressed in the field.

Depending on the objectives of your FR, it is recognized that the organization of your final report will vary and its definitive structure and content will have to be agreed upon with the organization you worked with for your field practicum as well as with the committee assessing the report.

PREPARATION OF YOUR FINAL REPORT

In some cases the organization you worked with for your field practicum will have a set format needed for any final reports you write. In that case you can work with the MDP faculty on how best to format your report so it meets the requirements of the MDP and the field practicum organization. In other cases it is possible the MDP student has the opportunity to publish part of their research in a peer reviewed journal. In this case students are required to write an introduction, literature review and discussion (5-10 pages total) to precede their document. This will serve as a scholarly introduction to the project at hand.

Most students though will follow the guidelines set out below for their final report.

LAYOUT

Most MDP Final Reports will include the following sections:

Introduction: The introduction of the FR is an overview of what you researched or what the main body of the report will include. It is important to make your introduction broad enough to engage a wide audience yet specific enough that the reader can understand the content of the rest of the report.

Literature Review: All FRs must include a literature review. The review is not just a summary of literature used. This is not an annotated bibliography. Instead the literature review situates the research conducted within a particular literature. What have previous researchers found? If there are discrepancies in other research, how does you research help resolve these? This is your chance to place your research in a particular ‘conversation.’

Conceptual framework: The conceptual framework may or may not be part of the literature review. This is once again a way to place your research into a broader conversation.
Methods: The methods sections needs to be well thought out and detailed. Step by step, how did you conduct this research? This is not the section to analyze.

Results: At this point in the FR it should be clear what you did as part of this project, and why you did it. Here you can begin to discuss what you found.

Discussion: This section usually is the longest and most important section of a research paper, but this section may vary greatly between MDP students. In most research papers the researcher would use this section to explain why the research is relevant and what the implications of the findings are. Due to the nature of many of the projects, this may not be possible in all cases. In cases where it is not possible, you can use this space to make recommendations (policy or otherwise) or to show some sort of deliverable (a matrix you designed, a proposal you wrote, etc…)

Conclusions and recommendations: All FRs must have a conclusion and, when possible, include recommendations to the NGO or other organization.

Bibliography: All FRs must have a bibliography. Citations can be made in the style of your choice, as long as you use a single style consistently.

Appendices: Most, but not all, FRs will have one or more appendices. Appendices may include surveys, interview questions, raw data, maps, images, etc… Each appendix must be titled and give a letter (Appendix A, Appendix B, etc…)

**FINAL REPORT FORMATTING GUIDELINES**

All students are required to submit a final pdf version of the MDP FR at least **24 hours BEFORE graduation day.** The final draft version to be read and graded by committee must be submitted at **least 2 weeks prior to graduation.** FAILURE TO DO THIS WILL RESULT IN A DELAYED GRADUATION DATE!

FRs can be in any major citation format as long as it is consistent. Chicago or APA are recommended, but other formats are allowed.

FRs are generally expected to be 30 - 50 pages in length, but may be longer depending on the agreed upon deliverables. This length does not include title page, table of contents, bibliography or appendices. Font must be 12-point standard. 14-point can be selectively used on the title page or in figures and tables if needed.

All tables and figures must be numbered (ex: Table 1; Figure 1). All should have a title and a caption explaining the data. Tables and figures should be inserted into the text and near where they are discussed. All figures and tables need to be mentioned in the text (for example “The
ratio of males and females receiving ARV medication can be seen in Table 2.”). A list of tables and figures (not combined- one list for figures, one for tables, on separate pages) should come after the table of contents.

Boldface may be used for the report title, section titles, subheadings and tables and figure captions. Italics can be used, but only as needed.

All margins should be one-inch. Align text-left (not justified). The report text should be double-spaced. Exceptions exist when quotations contain several lines, otherwise known as block quotations.

ORDER OF REPORT

Title page (required, not numbered- see below for format)
Dedication/Acknowledgements (optional, not numbered)
Table of Contents (required, not numbered)
List of Tables (optional, numbered)
List of Figures (optional, numbered)
List of Abbreviations (optional, numbered)
Abstract (required, numbered)
Body of MDP FR (formatted as discussed above)
References
Appendices (optional, numbered)

Title Page Format: The title page should be centered. Start with the title, in bold, below that your full name and below that the statement:

“A Final Report submitted in partial fulfillment of the requirements for a Masters in Development Practice at the University of Arizona in Tucson Arizona.”

Below that place the date submitted.

FINAL REPORT PRESENTATIONS

All students are required to present their research in a presentation open to the public. Presentations must be on PowerPoint or other presentation software and should be approximately 20 minutes in length. These presentation should cover the same material as the final report. These presentations will be scheduled within the last 4 weeks of the student’s final semester. Presentations will be open to questions. Presentations must be professional and may be filmed and posted on the MDP website.