**Case Study**

**Paper Submission Guide**

Objective: You need to summarize how the student/client was or could be helped with your new knowledge from the CDF course. It should be a reflection of the process and progress made with the student/client during the course and future plans.

**Requirements:**

* The paper should be at least two full pages, but no more than three pages single spaced.
* Please use an appropriate font, size 10‐12 pt.
* The four areas of background, formal meeting summary, conclusion and follow‐up plans are identified and described adequately.
* The paper should be a thorough summary of the work you have completed with your case study.

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| ***Criteria*** | ***Excellent*** | ***Further Explanation***  ***Needed to Obtain Credit*** |
| **Content/Subject Knowledge** | Addresses the four areas of  **background, formal meeting**  **summary, conclusion, and follow-up plans:**   * complete and in‐depth; points are all clearly made and evidence supports it * Clearly has explained the process and progress the case study has demonostrated | Points not clear; information included does not support the four areas of **background, formal meeting summary, conclusion, and follow-up plans**; does not have grasp of information |
| **Evidence/Argument**  **Construction** | * Uses knowledge and skills obtained through the CDF course and is evident in your work with the case study | * Uses no evidence of any skills or knowledge obtained from the CDF course |
| **Paragraph/Sentences** | * Has fully developed paragraphs and well-constructed sentences | * Contains poorly developed paragraphs and awkward structure that create problems for the reader |
| **Stylistics** | * Contains no fragments or major errors in grammar and contains only a few minor errors | * Contains major and minor errors in grammar |