**FINAL REPORT GUIDELINES**

R. PATRICIA WALSH GRANTS IN THE SCHOLARSHIP OF TEACHING AND LEARNING, 2011-2012

Please submit a copy of your report satisfying the guidelines below. The report should be submitted at the time of the presentation of the results at the Center for Teaching Excellence (CTE); exceptions to this rule require the prior approval by the Director of the CTE. The report has to consist of the attached cover sheet and separate sheet(s) describing the results and their dissemination.

Generate ONE pdf document including the cover sheet (points 1-5) and your report (points 6-7 and any attachments, if applicable) – paper copies are not accepted. Send it to teachers@lmu.edu latest by September 15, 2013, or at the time of the presentation of the results at the CTE – whichever occurs earlier.

The Center for Teaching Excellence will share the final report with the Committee on Excellence in Teaching (CET), which will authorize the disbursement of the final 20% of the grant if all grant stipulations have been met as outlined in the grant application guidelines.

All final reports will be posted on the CTE website.

Provide the details listed below about your project in language that is understandable to faculty and colleagues in different disciplines and secure the required signatures. Use 11 or 12 pt font and one inch margins. Arrange the narrative using each of the headings listed below.

On the cover sheet (see next page or separate word document), please indicate:

1. **Name(s)** and **Department(s)**.
2. **Title**
3. **Abstract:** [100-250 words] Give a brief specific statement of the teaching issue and pedagogical innovation you investigated, the methods used, and the main results obtained.
4. **Keywords:** Provide up to 5 keywords characterizing your project and its results.
5. **Signatures:** Grant Awardee(s) and Department Chair(s); the CET Chair signature will be added once the CET has authorized the disbursement of the final 20%.

On (a) separate sheet(s), please describe:

6. **Dissemination:** Indicate all venues and outlets where you presented or published results of the research project funded by this grant; specify the format and other relevant details. Attach copies of relevant announcements, publications, etc. in digital format. Also list any plans for future dissemination.
7. **Results:** [1500-3000 words] Carefully describe the work accomplished, the methods used, the main findings, and assessment results. Provide a discussion of the project's impact on your teaching practice and student learning. Also carefully explain the relevance of your results to teaching in your field and beyond. You may attach a bibliography, if appropriate (not included in the word count).

Final reports that do not follow the guidelines will not be considered.
Name(s): ________________________________________________________________

Department(s): __________________________________________________________

Title: ________________________________________________________________

Abstract:

Keywords:

Awardee(s): ____________________________________________________________

Chair(s): ______________________________________________________________

CET Chair: _____________________________________________________________

Signature __________________________ Date ______________

Please attach a description of the results and their dissemination as described in the guidelines.