Designing an Education Report or other Deliverable

http://nitc.trec.pdx.edu/

1. Key elements that must be included in the final report for all NITC projects regardless of funding program

NITC asks all PIs to use the report template as the basis for generating a final report. Using this approach ensures that reports can uniquely be identified as a NITC deliverable and readers have a clear idea in terms of what to expect when reading a report. All NITC reports must include the following elements:

- **Abstract** (included in Technical Report Documentation Page)
- **Executive Summary** - should preview the main points of the report, while being no more than a page or two in length. The summary should contain enough information for a reader to get familiarized with what is discussed in the full report
- **Introduction** - What is the goal of the project and how does this fit in with the big picture? Should also be included for education projects. The big picture may be STEM education or needed skills or knowledge in the transportation workforce. Notes about the project that would be of interest to other educators. This may include a brief synapse of the evolution of the project (Why did you pick this topic for an education project?).
- **References** - An education report needs to also include reference to support statements, arguments, and methods.
- **Formatting** - All formatting guidelines outlined in the report template have to be met.

2. Implementation of coursework

All education projects must be tested and provide a description how it was done and what you learned from this experience. Specific to Education reports, the below curriculum elements must also be included in your final report:

1. Detailed instructions for Educators, including:
   - Material list & course budget (if available)
   - Time frame needed to complete lessons or module
   - Target audience (K-12?: Middle or High School?; College: Lower, Upper Division, Grad?; prerequisites/skills/knowledge required?)
   - Knowledge and expertise required of teachers
   - Lesson plan(s) & learning objectives
   - Methods (if relevant)
   - Unique considerations: Location required to implement activity? Special equipment? Agreement with local municipality?
   - Additional resource guide/links
2. Potential pitfalls of activity, lessons learned from implementation such as misperceptions of students or mistakes students may make
3. Instructions for Students
4. Sample data (to be included in Instructions for Educators or Appendix)
5. Sample student work (Appendix)
6. Grading rubric or suggested grading framework (Appendix)
7. Presentation slides (Appendix; please upload a ppt file or other electronic files needed to implement the activity to PPMS)

3. Making the report or other deliverable 'practice ready'

Overall, it's important to keep in mind that the final deliverable for an education project and/or its final report should be "practice ready". This means that reports should contain all the information needed to allow educators to implement the education project or module.

This is why it is essential for PIs to consider the following question: **What are the salient points educators will need to know in order to implement the education module?** The report should include all of those points.

As a result, the report may also include additional elements than those mentioned above considering the unique nature or goal of the project. Furthermore, the report should shift away from a traditional research report structure (method, results, discussion, tech transfer/application) and should be directly tailored to its specific educational activity or module, because the goal is to make it easy for an educator to implement the activity.

For an example of a well-executed education report, see Kristine Williams planning curriculum. http://nitc.trec.pdx.edu/research/project/998/Phase_2_Multimodal_Transportation_Planning_Applications_Curriculum_for_Urban_Planning_Programs

As NITC staff reviews the education deliverable, they will consider if all necessary elements are included in order for the deliverable to be practice ready. If this is not the case, reports will not be accepted until this is the case.