

**REPORT WRITER INTRUCTIONS:** This is the word template for writing a final SSCC report. Yellow highlighted areas are for you to change while keeping the format of the template intact as best as possible. Currently, tips for specific sections are written within the yellow highlights so please review them before deleting. Save frequently to your computer and cloud location! Thank you! If any questions arise, please contact the SSCC Director.



**Title**

Semester(s) and Year • Course Prefix and Number • Course Name

Report Writer's Name

College of Arts & Sciences, Department of Sociology

Professor's/Chair's Name • Professor's/Chair's Title

College of Arts & Sciences, Department of Sociology

## Acknowledgements

Mayor, CEO

City Project Contacts

Stakeholders

Dean

Department Chair

Committee Chair

Committee Members

Others such as, classmates, cohort members, family, significant others

## About Office of Online and Educational Outreach

The Office of Online and Educational Outreach enriches the economic, cultural, personal and professional lives of a diverse society, eliminating barriers to expand the educational resources of SIUE. We promote learning by providing accessible educational opportunities through the agile development of relevant, collaborative programs and partnerships.

The Office of Educational Outreach provides a broad array of services in support of academic units, community partners and all learners.

Besides professional and personal development courses offered both on-campus and online, the Office of Educational Outreach provides:

- Workshops for licensed professionals
- A Lifelong Learning speaker series
- Exam preparation courses
- Opportunity to join in our campus-based credit courses through the Educard program
- Conference and event scheduling
- Exam proctoring services
- Video conference event scheduling
- Support for corporate partnerships
- Support for the SIUE Successful Community Collaborative
- Support and registration for SIUE summer camps

Please explore our pages to learn more about how we extend the reach of SIUE by serving the broader community with continuing education, workforce training, personal development courses and much more.

## About SSCC

SIUE Successful Communities Collaborative (SSCC) is a cross-disciplinary program that supports one-year partnerships between the University and communities in Illinois to advance local resilience and sustainability based on community-identified environmental, social, and economic issues and needs. Our mission is to connect communities with the students and faculty of SIUE.

SSCC selects a single partner community (generally a city or county) through a competitive application process. Working with administrative staff and stakeholders in the selected community, the collaborative helps identify 10–15 projects that will advance local resilience and sustainability based on community-identified needs. Each project is connected with one or more key courses at SIUE that can provide research or technical support and move the project forward.

For communities SSCC provides innovative strategies to move community-identified, high-priority sustainability goals forward. Communities often face limited resources to explore sustainability and quality of life questions. SSCC seeks to reduce those obstacles by linking existing graduate and undergraduate courses at SIUE to explore innovative solutions to <https://www.siu.edu/successful-communities/about/index.shtml> community-identified projects. Graduate, professional and advanced undergraduate students participate in SSCC by enrolling in a related course. The one-year partnership could engage 10-15 courses spanning up to 10+ academic departments. Projects may include engineering, urban design, planning, cost-benefit analysis, economic development, legal and policy analysis, community engagement, marketing or public relations campaigns.

SSCC staff work closely with faculty to incorporate community projects into their courses and connect students with community partners. Staff and stakeholders from the community work closely with SIUE faculty and students to provide local knowledge and deeper understanding into the issues, guaranteeing projects are not only innovative, but also suitable to the community.

### SSCC Directors and Staff

Faculty Director – Dr. Connie Frey Spurlock

Office of Online & Educational Outreach Director – Mary Etting

Project Coordinator - Emily Skowron

Research Assistant -

## About the Partner

Sociological Significance

Discuss how the organization/partner fits into the larger regional context and how the social problems they face are faced in other places.

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*This report represents original student work and recommendations prepared by students in the Southern Illinois University Edwardsville’s Successful Communities Collaborative Program for the City of \* (NAME OF PARTNER) . Text and images contained in this report may not be used without permission from the Southern Illinois University Edwardsville.*

## Executive Summary

### Paragraphs left justified

A short (about 300-500 words) summary of the entire report. An executive summary for a report such as this is similar to an abstract for an academic article. It succinctly describes the project and serves as a gatekeeper to the rest of the article. Clear, descriptive writing using an active voice will open more gates than passive, convoluted, jargon-filled writing. Everything that appears in the Executive Summary should appear somewhere in the report. It should have a statement describing the partner's goals for the project, how you addressed the goals, and a brief set of findings and recommendations that emerged from the research. Write this section last, after the rest of the report is done.

Key Words: (Identify 3-5 key words)

## Report Title

Insert appropriate photos here and throughout the report. Use your sociological imagination to select photos that best reflect your case study. Photos may come from those taken by and for SSCC (ask the Director for access) or other freely-usable images found on sites such as [Unsplash](#) or [Google Images](#) (with appropriate usage rights filter selected). Use the picture editing options to follow [universal design principles](#) by providing [alternative text](#) and using the “[insert caption](#)” feature. Finally, even freely-usable images must be cited appropriately, so include an annotated bibliography for photos as an appendix. Each entry should include a statement about (a) the photo’s sociological significance, and (b) the photo’s connection to literature/theory. Text used in the annotated bibliography can be the same text used when editing the photos in the document.

## Introduction

## Background

## Methodology

Use this space discuss how your research methods are informed by your research question and theoretical frame. Keep in mind your report will be read by people who do not have advanced training in sociological theory and methods.

## Conclusion and Next Steps

This can be brief. The Conclusion should contain common themes, findings, and recommendations that emerge from this case study. This section should also include policy implications and call out what is missing in the literature, based on this case study.

## Works Cited

In the text, use parenthetical references, like this: (Smith 2007). The References and/or Bibliography will go at the end of the report, not at the end of each section

## Appendices

Include survey instrument, interview guide, partnership MOU and scope of work, IRB approval, annotated bib for photos, etc.

END OF TEMPLATE