



APPENDIX M

All Faculty Development Program projects require an abstract as part of the final report. The information will be stored in the Faculty Development Office and is accessible to all faculty. Jargon and abbreviations should be avoided. Please type.

The abstract (about 250 words) must be self-contained. Without restating the project title, it should begin with a topic sentence stating the project's major thesis. The abstract should include, if pertinent to the project being described, the following items:

- The primary objectives and scope of the project.
- The techniques or approaches used (only to the degree necessary for comprehension).
- The findings and implications stated as concisely and informatively as possible.

The Final Report is a more comprehensive summary of the project objectives, activities, and professional development experienced by the grant recipient(s). Refer to the appropriate Faculty Development Program Component for details.

Date: _____ Project No _____ Faculty Name _____
Department _____ College/Division _____
Project Title _____
Additional Faculty Names _____

PROJECT SUMMARY

THIS ABSTRACT MUST BE ATTACHED TO THE FRONT OF THE FINAL REPORT