



APPENDIX E

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

Under the heading “ABSTRACT” provide a self-contained project summary of approximately 250 words. It should be easy to interpret by someone who is not familiar with your project. Without restating the project title, 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:

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

The Faculty Development Board will review the “Outcomes” section when evaluating your project to determine if proposed objectives have been met. If objectives were not met, provide an explanation. In this section, please include:

- each evaluation outcome listed in your project proposal,
- details of how proposed objectives were met, or
- an explanation of why the outcomes were not met.

The final report is a 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.

Final Report Abstract
UW Oshkosh Faculty Development Program

Date: _____ Project No.: _____ Faculty Name: _____

Department: _____ College/Division: _____

Project Title: _____

Additional Faculty Names: _____

ABSTRACT

OUTCOMES

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