**PSPA 610: Case Study Format and Questions**

The case study paper is due at the beginning of the class at which the case will be discussed. Your paper must address the assigned issues for that case. These are thought papers, not research papers, so the grading will be based on your analytical skills as presented in the paper. Do not write to fill pages, but write for effect. Your grade is inversely proportional to how long it takes me to read and understand your paper!

Note: This kind of writing is hard work. Don't wait until the last minute, and plan on several drafts *before* you submit the paper for a grade.

The papers will be a maximum of 1000 words, plus a cover page and references list. Word Count excludes references. Use endnote format for citations (which are not normally in a memo), single-spaced format, uploaded to Bbd.

The cover page should be a cover memo (which does not count against the page limit).

DATE:

TO: Professor Goodman

FROM: [You]

SUBJECT: Case Study on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**You are required to use the format below for the case analysis paper (or 0.5 grade deduction).**

**CASE TITLE**

**RECOMMENDATION(S) FOR ACTION**

Make a recommendation or recommendations. This will be no longer than one brief paragraph.

**BACKGROUND**

State the key background points that are relevant to your analysis. Keep this brief (one paragraph). Weave the key story elements into the analysis as much as possible.

**ANALYSIS**

This is the heart of your paper. Address the questions in the case assignment. State an answer to a problem in the case, and then support your statement with a cogent, concise argument. Be sure to support your argument with relevant literature from the course reading list.

**CONCLUSION/RECOMMENDATION(S) FOR ACTION**

This is a summation of your argument, no longer than one brief paragraph.