Requirements – Report and Peer Review

• 1" margins, double-spaced, 12-pt Times New Roman font, indented paragraph style, consistent headings and subheadings, page numbers.

• Table of Contents and Reference page.

Written Expression:

• Attention has been paid to grammar, sentence structure, spelling, and punctuation.

• Content is presented professionally; there is evidence of proofreading.

• Paper has an introduction, body and conclusion.

• No plagiarism (correct APA citations, etc.).

Interview Questions and Responses:

• Learner has created a robust series of thoughtful questions (at least 20 questions).

• Complete written transcription of the interview (questions and answers)

Personal Reflection:

• Learner provides a clear summary of key (4-6) reflections they had via this interview process on the topic of management and leadership