

College/University Report Outline

Cover Page

- Title
- Name
- Date

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Table of Contents (will be done later)

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Introduction

- Purpose of report

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Client Analysis

- Client profile (brief summary of yourself)
- Client expectations
 - What you are looking for/expecting to get out of your collegiate experience
 - Degree path?
- Employment expectations
 - Will you be looking for work, on or off campus, while you are there?
- Recreational expectations
 - What you are looking for in the city that hosts your college/university?
 - What hobbies/recreational activities are you looking to continue through college?

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Method Analysis (will be done last)

- What methods did you use to gather your research, how was it put together, and how does it fit your client's (your) profile

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Begin Report

- I. Brief intro to the college/university of your choice
 - a. Why is it special?
 - b. What does it have to offer (in general)?
- II. History
 - a. Who founded it?
 - b. When?
 - c. Any historical events/people?
- III. Admissions process
 - a. What must be done to get into this school?
 - b. What are the prerequisites (SAT/ACT/THEA)
 - c. Application process/costs
 - d. Financial/government aid and scholarship opportunities

- IV. Degree offerings
 - a. Degree plans/colleges offered. Specialties?
 - b. Specifically, what can it offer you?
- V. Extracurricular offerings
 - a. Athletic/intramural teams
 - b. Clubs/organizations/fraternities/sororities
 - c. Community outreach/volunteer programs
 - d. Social organizing
- VI. Services
 - a. Housing
 - b. Meal plans
 - c. Health Services
 - d. Security
 - e. Parking/transportation
- VII. Demographics
 - a. Population breakdown based on:
 - i. Gender
 - ii. Race/Ethnicity
 - iii. Religious views
 - iv. Cultural diversity
 - v. Socio-economic status
- VIII. Report on host city
 - a. Population
 - i. Diversity
 - b. Economy
 - i. Job market/avg. salaries
 - ii. Cost of living index
 - iii. Climate
 - iv. Public transportation
 - v. Recreational availability
 1. Parks and hiking trails
 2. Shopping/outlet malls
 3. Theme parks/gaming centers
 4. Night life
 - vi. Proximity to and availability of essential services (i.e. police, hospitals, fire brigades, libraries, airports and or bus/subway/commuter train terminals)
 - vii. Other highlights of the host cities
 1. Tourist attractions
 2. Wi-fi availability
 3. Other
- IX. Results and conclusions
 - a. Based on the information gathered, would or should this university be recommended for the client (you)

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Sources

- An alphabetical list (MLA format) of all the sources you used to gather your information and compile your report