**[Name of Cover Photo Image Here]**

**Report Title**

**Term YYYY • Class Title**

Student Author • College or Department

Instructor 1 •Title(s) • Department(s)

Instructor 2 •Title(s) • Department(s)

**Acknowledgements**

Make a brief statement of your gratitude to the people who helped you with your project. This list of people should include all participating city staff and other project partners from the city, interested residents, people you interviewed, and faculty who participated in reviews of student work. Make sure to look up exact spelling and professional titles before finishing your final draft. It is important to acknowledge any non-student participants – they made a choice to help your course instead of doing one of many other important things they could have chosen to do. You may need to ask your professor for help with this list. Do not include SCI employees in this list.

EXAMPLE:

The authors wish to acknowledge and thank Willamalane Parks and Recreation District for making this project possible. We would also like to thank the following Willamalane Staff for their assistance and contributions that were instrumental to the completion of this report.

Jason Genck, Deputy Superintendent

Mike Moskovitz, Public Affairs Manager

Janet Donnelly, Public Affairs Coordinator

Lori Quick-Mejia, Special Events

**About SCI**

The Sustainable Cities Initiative (SCI) is a cross-disciplinary organization at the University of Oregon that promotes education, service, public outreach, and research on the design and development of sustainable cities. We are redefining higher education for the public good and catalyzing community change toward sustainability. Our work addresses sustainability at multiple scales and emerges from the conviction that creating the sustainable city cannot happen within any single discipline. SCI is grounded in cross-disciplinary engagement as the key strategy for improving community sustainability. Our work connects student energy, faculty experience, and community needs to produce innovative, tangible solutions for the creation of a sustainable society.

**About SCYP**

The Sustainable City Year Program (SCYP) is a year-long partnership between SCI and one city in Oregon, in which students and faculty in courses from across the university collaborate with the partner city on sustainability and livability projects. SCYP faculty and students work in collaboration with staff from the partner city through a variety of studio projects and service-learning courses to provide students with real-world projects to investigate. Students bring energy, enthusiasm, and innovative approaches to difficult, persistent problems. SCYP’s primary value derives from collaborations resulting in on-the-ground impact and expanded conversations for a community ready to transition to a more sustainable and livable future. SCYP 2016-17 includes courses in Architecture; Arts and Administration; Business; Economics; Environmental Studies; Geography; Journalism; Landscape Architecture; Historical Preservation; and Planning, Public Policy, and Management.

**SCI Directors and Staff**

Marc Schlossberg, SCI Co-Director, and Professor of Planning, Public Policy, and Management, University of Oregon

Nico Larco, SCI Co-Director, and Associate Professor of Architecture, University of Oregon

Megan Banks, SCY Program Manager, University of Oregon, 2015 - Present

**About Albany, Oregon**

The city now known as Albany has an established history as a central hub in the Willamette valley. Founded in 1848 and incorporated in 1864 the city has served as the Linn County seat since 1851. Albany’s unique place in Oregon’s history is exemplified in its dedication to historical preservation. Albany is often noted to have the most varied collection of historic buildings in Oregon. Its “four historic districts are listed in the National Register of Historic Places by the United States Department of the Interior.” This downtown core has served as the center of revitalization efforts since 2001.

Located on the Willamette and Calapooia rivers Albany spans both Linn and Benton counties. With a population of 51,720 people, Albany is Oregon’s 11th largest city and the second largest city in Benton County. Albany is administered under a home rule charter, adopted in 1957 establishing a Council and City Manager model. The city’s vision, to be a “vital and diverse community that promotes a high quality of life, great neighborhoods, balanced economic growth and quality public services,” is exemplified by its administration and government. Albany has a very active civic community with nearly 100 citizens serving on advisory commissions and committees dedicated to municipal issues.

Historically, Albany’s economy has relied on natural resources. As the self-styled “rare metals capital of the world,” Albany produces zirconium, hafnium and titanium. Major employment sectors include “wood products, food processing, and manufactured homes.” Because of its short, dry temperate growing season Albany farmers excel in producing specialized crops like grass flower and vegetable seeds, “tree fruits, nursery stock, nuts, berries, mint and grains.” Albany and the surrounding (Linn and Benton) counties are so agriculturally productive it is often called “The Grass Seed Capital of the World.”

Albany’s central location and mild climate has made it a popular destination for a variety of outdoor and leisure activities. Located in the heart of Oregon’s most populous region with the Pacific coast to the west and the Cascade Range to its east, Albany is connected to the wider state by Interstate 5, Oregon Routes 99E and 34, and US Route 20. The city is also served by Amtrak, a municipal airport, and a local and regional bus network.

**Course Participants**

*First Name, Last Name, Major (ex: Architecture Undergraduate)*

*First Name, Last Name, Major (ex: Architecture Undergraduate)*

*First Name, Last Name, Major (ex: Architecture Undergraduate)*

*First Name, Last Name, Major (ex: Architecture Undergraduate)*

*First Name, Last Name, Major (ex: Architecture Undergraduate)*

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This report represents original student work and recommendations prepared by students in the University of Oregon’s Sustainable City Year Program for the City of Albany. Text and images contained in this report may not be used without permission from the University of Oregon.

**Executive Summary**

A short (about 300-500 words) summary of the entire report. Everything that appears in the Executive Summary should appear somewhere in the report. It should have a statement describing the city’s goals for the project, how the class addressed the goals, and a brief set of findings and recommendations that emerged from the class’s research. Write this section last, after the rest of the report is done.

**Introduction**

Somewhere in your introduction, describe the city’s goals for the project, the city’s initial problem statement, and how the students and faculty worked in partnership with the city (“collaborated with city staff” is a good phrase to use) to explore and expand the scope of inquiry. If you do not have the city’s original goals and problem statement in a written form, let us know and we will send you the “scope of work” document that SCI and the city developed for your project. The Introduction may also contain background information about your project site or situation. It should not contain any original work that was done in the class, such as analysis, designs, or recommendations.

**[Body Sections]**

These two to five sections will vary based on the structure of your course. Take a look at previous reports to get an idea of what people did for classes similar to yours. You, your professor, and I can talk about the best way to structure the body sections of the report. The body sections should include all of the original work that was done in the class, including findings and recommendations. All section headers, including subheadings, should use capitalization for all words except small words (e.g. Section about Important and Meaningful Things).

***How to Structure the Body Sections***

Figuring out how to synthesize all of the work that was done in your course into a single set of body sections is the main work of the report writer. I can help you with thinking about how the report should be structured, and your professor may have ideas as well.

The first step is to read and review all of the material that was generated in your course, including reports, posters, images, models, and PowerPoint presentations. Keep notes as you go along about common themes and recommendations that emerge from the individual projects. These themes should be included in a Conclusions section and in the Executive Summary, and they can help determine a good structure for the body of the report.

For reports with many proposed design scenarios or solutions to problems, it is better to pick 2-3 different good solutions for a given problem than to include all 16 examples for every item. We want to be concise and provide a brief set of our best recommendations; we do not want to provide a comprehensive set of options that requires the reader to sift through a massive report to find the best ideas.

***Notes on Figures***

When you are writing your draft in Word, note where you would like figures inserted. Use the image’s file name in your Word document to indicate which image you want to use at a given location in the text. It also helps the graphic designer if you indicate approximately how large you think the image should be, e.g. “full page”, “half page”, “three images in a single row”. That will help the graphic designer lay out something that makes sense. Use square brackets to call out where you’d like to insert an image. For example: [Insert image from Group-1-Report.pdf, bottom of page 7. Image should be half page]. Or like this: [Insert Jane Doe First Floor Plan.jpg].

Collect a folder of original image files that you want to use in the document, and make sure the file name in that folder matches the file name that you use in the Word document. Please make sure this folder is saved in the cloud software decided upon by you and the Report Editor. That will make it possible for the graphic designer to lay out the document easily.

If you wish to include images in your report that were not generated by students in your class, **make sure to keep track of source information for these images.** We need to provide proper credit for all non-student images used in the reports. Also, try to find images that are high-quality enough to look good in a printed report (for example, a 25KB jpeg file will not look good if you try to use it at any size larger than a square inch or so). If you are using images from web sites, try to download the highest-quality image that is available.

**Figure Captions:** Provide captions for all images. They can be brief. Each caption should look like this: “Figure X: View of the project site from the north.” Each caption should have a period at the end. Use normal sentence capitalization in figure captions.

**Conclusion**

This can be brief. Look at previous reports to get an idea of what can be included in the Conclusion. The Conclusion should contain common themes, findings, and recommendations that emerge from the individual or group projects in the course.

**Appendix/Appendices (as necessary)**

Appendix materials should be referenced in the body of your report. If an appendix is not referenced in the report, consider whether it is really useful to the reader. We can discuss this if you have doubts. If in doubt, keep the material in your report for now, and we’ll discuss to figure out where it should go. If you have multiple Appendices, use letters to denote them (e.g. Appendix A, Appendix B).

**References**

Please check in with the Report Editor about systems of creating references. The less time you spend on reference formatting the better! Keep track of all bibliographic references in as full a citation format as you have. In the text, use parenthetical references, like this: (Smith 2007). The References and/or Bibliography will go at the end of the report, not at the end of each section, and not in footnotes. Depending on the structure of your report, it may make sense to have a section in the References for each section of the report. For example, if your report consists of five discrete projects that are described in five discrete sections, it may make sense to split your References section accordingly so that the reader can find the references more easily.

I recommend that you follow the Chicago Manual of Style’s author-date format, which is a straightforward system.

<http://www.chicagomanualofstyle.org/tools_citationguide.html>

Click on the “Author-Date” tab on the above page to see examples of the Author-Date format that you should use in parenthetical references and in a References section at the end of your paper. You may omit page numbers in the parenthetical references. For more details about citing specific kinds of documents, click through the links to Chapters 14 and 15.

For these SCYP reports, don’t worry about adding information to the references (like page numbers, or “date accessed” for URLs) that you don’t already have.