GUIDELINES FOR PREPARING AND PRESENTING CASES IN CLASS

1. General
   • Case study teams are usually comprised of a maximum of four members.
   • Each member of each team is expected to contribute equally to the preparation, writing, and presentation of the case.
   • If a member of a team does NOT participate or contribute, the other team members must advise the course Instructor immediately. The offending team member will NOT receive any points for the case.

2. Preparing the Case
   • Each team member must read the case, the first time fairly quickly, in order to get a general idea of the case contents and issues.
   • Each team member must then read the case slowly and carefully, highlighting or noting specific aspects which are key to understanding the issue(s) involved.
   • At the first team meeting, AFTER each team member has completed the first two steps above, the team should reach broad agreement on the approach to be taken in presenting the responses to the questions(s) in the case. [NOTE: In some instances there are no specific questions at the end of the case. In that situation, there is at least one main issue/problem identified in the case, and that must be the focus of the team’s response.]
   • At the next meeting, discuss and finalize the specifics of the responses to the questions or issue(s), and draft the paper to be handed in. Agree on specific assignments for each team member.
   • Usually, the “best” writer in the team will be responsible for final editing and preparation of the paper to be handed in.

3. The “Hard Copy” Response Paper
   • In order to receive a grade for your case study presentation, you must hand in a properly formatted paper.
   • Do NOT summarize the case! Go straight into responding to the question(s) or issue(s).
   • The paper handed in must conform to the general rules applicable to all academic papers. Briefly, these are:
- The names of the authors must be printed on the **TOP, RIGHT HAND CORNER** of the cover page, which will also carry the “name” of the case.
- A minimum of 1½ spacing, using an approved 12 point font size is required, and all pages must be numbered.
- Citations of material used must be properly referenced at the end of the paper. [**NOTE:** I will strictly apply the University Policy in terms of plagiarism.]

4. The Presentation
- **ALL** members of the team must present the case, although it is up to the individual teams to decide on the specific allocation of tasks.
- The presentation is to be made using PowerPoint®, and the generally accepted “rules” for such presentations apply.
- The presentation should be no longer than 15 minutes, and at the conclusion, about 5 to 10 minutes will be allowed for questions from the class.
- It is expected that the presenting team will wear suitable business attire for the presentation.

5. Allocation of Points
50 Points for the in-class verbal presentation
50 Points for the quality of the PowerPoint® presentation
100 Points for the written case study response

5. **Statement of Academic Honesty**
In terms of University Policy, the statement below **MUST** be printed **on a separate page** at the end of your paper signed and dated by **ALL** members of the team.

“We verify that this paper contains entirely our own work, with the exception of any sources that have been properly referenced. We have not inappropriately consulted with any other person outside our group, nor have we used any material not cited in our paper.”

Name: ................................................  Signature: ................................................
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Date:...................................................