Overview and Procedures Manual

Years of experience in Costa Rica indicate have resulted in this PROCEDURES MANUAL, which provides a framework for your work there.

This document is divided into three major sections:

Section one contains general information on hotel and transportation services, working with your liaison, and things to keep in mind throughout the project.

Section Two reviews the schedule of due dates for the individual sections of the final report and lists a schedule of meetings. This section also incorporates detailed procedures for all regularly scheduled meetings with advisors and liaisons.

Section Three contains specifications for the Summary Progress Chart and Proposed Work Plans that students fill out weekly. This section also contains the guidelines for the final report, specifying the format and content requirements for the final document.

In addition, Appendix A of this document contains a sample of the Summary Progress Chart and Weekly Proposed Work Plan and other forms that will be used.

All procedures outlined in the Section regarding Weekly Project Schedule and Project Procedures are mandatory, unless the student, faculty, and organization liaison agree to an alternative mode of operation, which then may supersede those outlined in this memorandum

The format guidelines for the FINAL REPORT have been developed with the student in mind. The guidelines are meant to allow the production of a report that meets all appropriate publication standards while eliminating wasteful use of time (a precious commodity in a seven-week term).