

Case Writing Request Form

Faculty Name:	School/Program:	
Course Code/Name:		
Students: Year/Semester	Program:	
What basic concepts do you want the case to foreground (e.g. Intercultural communication, retail merchandising)?		
What materials present those concepts to the students (e.g. chapter from a specific textbook, lectures)?		
Which learning outcomes from your course outline will you meet by using this case?		
What type of student assignment do you want to come out of the case (e.g. class participation, presentations, case reports, an exam, or other deliverable)?		
How many pages (ideally) do you want the case to be?		
What kinds of exhibits do you expect the students to need to complete the case (e.g. financial or other spreadsheets, blueprints, excerpts of the Criminal Code or a professional Code of Conduct)? What specific information will you need from the company or contact to create these exhibits?		
When would you like to use the case? (We will generally need a semester to prepare a case for classroom use.)		
Who is your industry contact?	What is their position?	Name of company?
Contact information:	Have they been contacted?	