FORMAT FOR INSTRUCTOR'S MANUAL

Every case that is submitted to the Baylor Student-Authored Case Competition must have an accompanying Instructor's Manual which is often called a Teaching Note. The format for the Instructor's Manual should be as follows:

1. The title of the case should be in all caps and bold 1inch from the top of the page and centered.

2. Below is a list of the components of the Instructor's Manual:

    a. Abstract of the case (may be the same that was used on the abstract page)
    b. The course and level in which the case is intended to be taught
    c. Research method for preparation of the case (field interviews, library research, personal experience, etc.)
    d. Teaching objectives
    e. Linkage of the case to relevant theory in the field. (This can also be used in the discussion questions)
    f. Suggestions on teaching the case
    g. Discussion questions and possible answers
    h. References for further research
    i. Exhibits
    j. Epilogue (if there is an epilogue)