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**Add Your Practicum Report** **Title Here**

By

Student Name

Submitted in fulfillment of the

BMI 6000: Practicum in Biomedical Informatics

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Student Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Faculty Signature

Date project submitted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date project accepted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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# How to use this template

Read the material in each section and then edit as appropriate. Also be sure to change your name in the header at the top of the page.

# Main Heading Example

This type of heading (Heading 1) should be used for main sections (similar to chapters). You can copy this heading example and edit the verbiage as needed.

## Subheading (heading level 2) example

This type of heading (Heading 2) should be used for sub sections under a main heading. You can copy this heading example and edit the verbiage as needed. Note that subheadings will appear in the table of contents and will be indented.

### Subheading (heading level 3) example

If you need further subheadings, use this type of heading (Heading 3) .You can copy this heading example and edit the verbiage as needed. Note that subheadings will appear in the table of contents and will be indented.

# How to build the Table of Contents

1. Select the table of contents
2. Right-click and then select *Update Field*
3. When prompted, choose *Update entire table*

# Example table

Here is an example table. Note that the caption is **above** the table. To add a caption, place your cursor in the desired location, then use Insert🡪Caption and choose Table. The number will increment automatically.

Note that the table borders are not black, but gray.

Table 1: This is a caption for a table

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Column Title 1** | **Column Title 2** | **Column Title 3** | **Column Title 4** | **Column Title 5** |
|  |  |  |  |  |
|  |  |  |  |  |
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# 

# Example figure

Here is an example figure. Note that the caption is **below** the figure. To add a caption, use Insert🡪Caption and choose Figure. The number will increment automatically.

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Figure 1: This is a caption for a figure

# Required sections for the practicum report

At a minimum, your report must include these sections. You may add sections as appropriate and rebuild the table of contents so that the new sections are included. [Delete this section when you are done reading it].

# Summary

Write a summary or abstract of your project here; a maximum of 300 words (to count the number of words, highlight the paragraph, then use Tools 🡪 Word Count)

# Introduction

What is the background for this project? Why is it important?

# Learning Objectives and Expected Outcomes

The learning objectives for the practicum were:

The proposed outcomes of the practicum study included:

# Methods

What did you do and how did you do it?

# Discussion and Conclusion

Write a detailed discussion and conclusion that summarizes the work you did.

# References

Citations and references should be in APA format.

# Acknowledgements

You can use this section to thank those who contributed to your practicum experience.