



Case Study Guide for Candidates

The case study requires a candidate to demonstrate an in-depth analysis of a specific situation, problem, or project undertaken at an airport. The study's findings should be significant to those who work in airport management and should conclude with a thesis that develops from the process of addressing this unique case. The case study should not merely summarize the results of a project but should also assert a point.

1. Choose a Topic and Develop a Paragraph Outline

It is important to remember that a workable topic on airport management should be neither too broad nor too narrow. It is not a description of an activity, incident, or process at the candidate's airport that has little relative value for other airport managers. A good topic lends itself to a focused analysis that can be used by virtually anyone interested in airport management. Furthermore, a case study is not merely a project summary; it demonstrates lessons learned and provides insight to readers.

Develop your topic into a paragraph outline that includes three parts: introduction, body, and conclusion. In the introduction, the candidate should state the case study's objective. In the body, each heading and subheading should contain at least two to three descriptive or explanatory sentences. The conclusion should include an explicit thesis; a good thesis will make an assertion or recommendation based on the analysis presented in the paper.

Candidates must send their topic and paragraph outline to michelle@iaaecanada.org to have it approved by our Board of Examiners prior to continuing to step two.

2. Prepare and Submit the First Draft of the Case Study.

- The Case Study must be between 20 and 30 pages excluding cover sheets, tables of contents, notes, bibliography, exhibits, and appendices, and formatted for 8.5 x 11-inch paper using a double-spaced, 12-point Times New Roman font. The final draft must be saved as a Word 97-2003 document with all necessary information (cover page, bibliography, etc.) contained in one file.
- Document all the sources used in the case study. Plagiarism will not be tolerated and will result in a candidate failing the writing requirement.
- Write a title that grabs the reader's attention (usually the first part of the title) and aptly conveys what the case study is about (usually the second part of the title, often appearing after a colon)
- Prepare a draft of the paper electronically and submit it to the IAAE Canada via email at michelle@iaaecanada.org to begin the screening and editing process.



3. BOE (Board of Examiners) Evaluation

- IAAE Canada will notify the candidate after the paper has been reviewed by members of our BOE. Unsuccessful papers will be returned with comments and suggestions for revising and resubmitting to the BOE.
- Only papers screened by IAAE Canada staff will be submitted to the BOE for approval.

Assessment of the Case Study

The case study will be reviewed according to the following criteria:

- **Topic.** The topic is both related to and important to the airport management field, is broadly applicable, and is of importance to professional airport management.
- **Depth.** An effective case study is an in-depth analysis of an activity, incident, or project at a specific airport. The information and data presented are both relevant and accurate. The insights gained from the study contribute to knowledge about the field of airport management.
- **Quality.** An effective case study is well-organized and presents a focused, coherent, and convincing interpretation of ideas with a clear thesis. Additionally, the paper is free from major errors in grammar, punctuation, and usage.



TEMPLATE

<Insert the title of your paper here using UPPER CASE>

By: <Insert your name here>

<Insert your company's/airport's name here>

IAAE Canada Accreditation Candidate

Presented in Fulfilment of the Management Paper Requirements of the
INTERNATIONAL ASSOCIATION OF AIRPORT EXECUTIVES CANADA

<Insert current date here; e.g. mo./day/yr - 11/05/17>

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