Progress report FAQs

Minimum research hour requirement per week: 4-5 hours/credit
1 credit: 4-5 hours per week
2 credits: 8-10 hours per week
3 credits: 12-15 hours per week
4 credits: 16-20 hours per week

Progress report format:
Total: **double-spaced 9-10 pages** (not including materials and methods)*

Suggested format:
Abstract: **1 page** (summarize the results/observations/troubleshooting of your project)
Introduction: **2-3 pages** (literature relevant to your research)
Materials and methods: variable (not included in the page count)
Results: organize data/observations/troubleshooting strategies/expected results in figures and tables. <u>All figures and tables should have detailed figure legends and labeling.</u>
Discussions: **1-3 pages** (compare research data with literature, discuss expected results or propose future directions/experiments/troubleshooting strategies)
References: **1 page**

*__Note__: for students in 201/202: only 2 pages of Results and 1 page of Discussions are required; total page number for report: 6-7 pages.

Progress report FAQs:

1. **How do I write a good progress report?**
   -Keep a notebook to record all your data: Record all you data/observations whether they are successful or not, or simply testing a technique or an equipment. Also record all your troubleshooting strategy if the experiment failed. Analyze your results after each experiment. Understand why they succeeded or failed.
   -Start writing as soon as you start your project: you can start writing the introduction as soon as you start your project (this will help you understand your project better). Write Materials and Methods, results and discussion as you do each experiment.

2. **How will I be graded for this course?**

-Your grade will be determined and submitted by your research advisors. They have been notified to grade you based on your research effort and the quality of your progress report. The grade ranking is as follows:

A = excellent research effort and progress report
B+ = very good research effort and progress report
B = good research effort and progress report
C+ = OK research effort and progress report
C = barely passable research effort and progress report
D = unsatisfactory research effort and progress report
F = unacceptable research effort and progress report

3. **My research advisor does not have time to read my report before the due date.**
   - Submit your unrevised report to the Sakai site before/on the due date. You can submit the revised report later after your advisor has read it.

4. **My project is not finished yet. I am still doing experiments.**
   - Write up your progress report based on your current data and submit it before/on the due date. You can continue to do your experiments during/after writing your progress report. You can submit a revised progress report later to include the additional data if you or your advisor wishes to do so.

5. **I don't have any successful/useful/good results.**
   -Very few science projects have successful results right away. Sometimes it takes years to get usable data.   Show all the data you have (regardless of whether they are useful or not) and explain how you troubleshot your experiments through each problem. Some of the best reports we have received were based completely on how the students troubleshot each experimental difficulty and documented their results at each troubleshooting trial.
   YOU SHOULD RECORD ALL YOUR DATA, REGARDLESS OF WHETHER THEY ARE SUCCESSFUL/USEFUL/GOOD OR NOT. Remember, for 3 credits, you would be working for 36 hours/wk or at least 110hrs/semester. You can easily have enough observations/troubleshooting strategies and attempts/results to fill a 4-page (2 pages for 201/202) result section.