Progress Report

Purpose and Goals

Working on collaborative and/or long-term projects often requires that you submit documents to supervisors, funding organizations, or instructors to inform them about your progress, work remaining, and challenges or concerns. For this assignment, you will be **writing an individual progress report** about your work in the course so far, using one of the structures found in the Progress Reports section of our textbook (page 255-271).

Your progress report will be **formatted as a formal memorandum** with several subheadings. For simplicity, you may use a task or goal-based organization structure that **includes** an Introduction, Individual Assignments, Wiki User Manual, *Kickstarter* Project, and a Conclusion. Using this structure, each section would **include** work completed, work remaining, and an assessment of the quality of the work so far.

This progress report is your opportunity to **give me some insight** into how your group is working together, what you and your group members are contributing, and the overall dynamic of your group. You will **address** how well your team is working together to complete the tasks, difficulties you have faced during the projects, and any additional information that you think is relevant to your progress in the course assignments. You will **submit an individual report**, and your group members will not have access to it, so please be honest but also professional.

Requirements

Length: You will write a brief formal memo of at least 350 words.

Citation: If you include information from any outside source, you will want to make sure that you include attribution for that information.

Audience: Your primary audience is your instructor.

Medium: You will write this memorandum in a word processor like *Microsoft Office*, and you will use the standard genre conventions of a progress report.

Due Date: August 1st by midnight

Tips and suggestions

❖ You can organize this memo using any of the strategies in the textbook, but you will want to choose one organization structure and stick with it.

❖ In a memo, you would not have a long introduction paragraph. You will have **a few** sentences that provide a summary of your progress as an individual and as part of a small group.

❖ Don't be afraid to include both positive and negative aspects of your own work or that of your groupmates. An all positive or all negative evaluation often doesn't convey the whole story about the progress on a project (or set of projects).

❖ Though your groupmates will not see this document, you will want to be thoughtful about the way you characterize them. Being unprofessional or "mean" reflects poorly on you.

Assessment- Progress Report

Content (50%): Your report should discuss your progress on the individual assignments as well as your group's progress on the collaborative projects. You will also want to address how well your team is working together, any difficulties you have faced, and any other topics you feel are pertinent to your progress on the course assignments. You should address both positive and negative aspects of your experience so far while maintaining a professional tone.

Organization and Format (25%): You are expected to follow many of the formatting conventions for a memorandum and the organizational conventions of a progress report (see Chapter 9). You can review the Project Documents Video on Scholar for more about these reports. In addition to the models in the book, there are some examples on our Scholar page, and I have also provided a memo template that you are free to use. Your report should be organized by work performed, chronology, or work goals/tasks, and each section should have its own subheading. There are examples of these structures on pages 255-257 of our textbook. No matter which organization structure you choose, you will need to make sure your transition appropriately between ideas and paragraphs.

Grammar/Mechanics & Vocabulary (15%): Your memo should be free of grammatical and mechanical mistakes and contain vocabulary appropriate to evaluation. Especially in a brief document like a memo, poor proofreading and overly informal language could lead to confusion and distract from your message.

Draft Submission (10%): You are expected submit each major assignment as a draft. This draft should meet the minimum requirements for the assignment, but you will have the opportunity to revise this assignment based on instructor feedback.