

Sample Progress Report Format:

Aims for last week:

- Reminder of the aims from previous week in bullet point form
- What did you propose to do?

Progress:

In this section explain what you have been doing the past week in sufficient detail to convey how much effort was involved to obtain the results. i.e. if the accomplishment does not speak for itself, be sure to describe what you have been up to so that it is clear how the time was spent.

Methods: How did you do it? Write in format of a journal article.

Results: What did you find? Supply figures.

Discussion: What does it mean? How does it influence your plans for the next week?

Aims for next week:

- Based on what you've done, what are your plans for followup?
- What expts are planned for the next week?

Additional items for consideration:

Include here any information about activities that your mentor needs to be aware of

- Do you want to schedule an in person meeting?
- Are there any technical problems with equipment or an order not received, etc?