

URSA Interim Report Guidelines

Goals and Objectives:

The purpose of the Interim Report is to hold you accountable for the scholarship and to encourage critical self-reflection on your project. Seize the opportunity to articulate a new direction, share a “Eureka!” moment or discuss a dilemma or problem. This is the perfect time to evaluate what you’ve done and prioritize what you need to do to successfully complete the project.

Format:

Your report should be **1 page (typed, single spaced)**. Please use the format below and address all three questions.

URSA Interim Report

Student's name

Adviser's name

Project Title

Date

- 1) What steps have I completed? (*Refer to your Project Timeline.*)

- 2) How has my project developed through the research or creative process? (*Refer to your Project Description. If you’ve revised your research question, narrowed your focus or moved in a new direction, explain it and why. Share any important discoveries or breakthroughs and their impact on your work. Discuss any problems or stumbling blocks you’ve encountered, their impact on your work and what solutions you’re considering.*)

- 3) What is left to do this spring? (*Refer to your Project Timeline and make needed adjustments.*)

Deadline:

The Interim Report must be sent electronically (Word doc or PDF) to the chair of the URSA committee **no later than the last day of Fall Semester Finals by noon.**

Questions:

E-mail or call the URSA chair if you have any questions about the report. See the URSA website for contact information.