

Progress Report Meeting
Written Report Guidelines

In the past the Graduate Program has not had a common format for student Progress Reports distributed to your committee members prior to a scheduled meeting. The Steering Committee and Graduate Faculty recently met and discussed a proposed format for these reports which the faculty discussed and agreed they would like all students to implement. The consensus feeling is students want to emphasize "quality over quantity" in these reports. Accordingly, the form for the Progress Report will encourage a concise and clear presentation of the accomplishments in the dissertation research project since the last meeting. Students should therefore consider the following:

- Summarize findings and progress since the last committee meeting
- Present proposed plans for the next group of experiments
- The document need not contain **ALL** of the experimental work since the last progress meeting. Rather a selection by you of the work considered most important/relevant.
- At the progress meeting itself – you may and are likely to present some experimental results not included in the written progress report.
- The total length of the report is **not to exceed 5 pages** which includes figures. You may append any papers submitted, *in press* or published. *Note:* you are not required to use page 2 of the forms, but must conform to the margins.
- The document should be handed out to your dissertation committee *two weeks prior to your scheduled meeting date*. In addition to the hard copy distributed, please e-mail a PDF of your progress report to all Dissertation Committee members, Progress Chair, Graduate Program Director, and the Graduate Program Office.

To make the progress report clear and legible, please conform to these NIH formatted requirements which we include:

1. The height of the letters must not be smaller than 11.5 point;
2. **Type density must be no more than 15 characters per inch (cpi).**
3. No more than 6 lines of type must be within a vertical inch.