

Weekly Progress Reports

Overview

This section includes:

1. What is a weekly progress report?
2. How to complete a progress report (with examples)
3. How you will be graded

What is a weekly progress report?

In this class, we are conducting real research, so the assignments are aligned with the type of work you would be completing in a real research lab. This means that there will be an emphasis on identifying your weekly successes, challenges, and writing prompt for the upcoming module. The idea behind a progress report is to communicate what you have learned, what problems you encountered, how you are trying to solve them, and to get you thinking about how your work fits into the bigger picture of what we are trying to achieve. The instructors fully expect that some weeks will be fairly straightforward, some weeks will be very challenging, and that all students will have different struggles since you all have different backgrounds coming into this course – this is all exactly how research goes. Please use your progress report to take ownership of your experience and help you to guide yourself to ask good questions and share good answers.

Each module will have one assignment page for you to fill out the following:

1. Weekly progress report sections
 1. Accomplishments (target 250 words)
 2. Challenges and how you addressed them (target 250 words)
 3. Scientific Writing Prompt (target 100 words)
 4. Weekly upload (Commonly an upload: screenshots, figures and legends, your knit code packet, mini paper, peer review, etc.)

How to complete a weekly progress report

As you will find in science, the ability to concisely report findings takes practice, and it is actually easier to add to explain something simply. For this reason, we are giving you *target* word counts per progress report section. You progress report template and some example reports from the links provided below.

Progress report format

- Accomplishments (target 250 words)
- Challenges and how you addressed them (target 250 words)
- Scientific Writing Prompt (target 100 words)

Progress report files

1. **Progress Report Examples** [GenomicsCURE_ProgressReport_Examples.docx \(1\).pdf](https://canvas.asu.edu/courses/161955/files/75414395?wrap=1)
(<https://canvas.asu.edu/courses/161955/files/75414395?wrap=1>)
[Minimize File Preview](#)



How you will be graded

The following rubric should act as a guide as you're completing your modules. It is recommended to have your work for you to take notes in as you complete the modules then submit a finalized version for the assignment.

Progress report rubric (125 points)

I. **Accomplishments (40 points)**

Describe concepts/coding learned.

- A. List novel findings (10)
- B. Concepts learned (10)
- C. Coding completed/attempted (10)
- D. List successful communication in Slack with instructors and classmates (10)

II. **Challenges and how you addressed them (40 points)**

- A. List specific challenges for the week (10)
- B. List your approaches for addressing this challenge (and if it is still outstanding) (30)
- C. If you did not have challenges, describe your strategies/background used to make this a challenge-free experience and/or describe how you helped others address a challenge (via Slack, meetings, group discussion)

III. **Scientific Writing Prompt (20)**

- I. Submit requested scientific writing/figures (20)

IV. **Weekly uploads (25)**

- I. Submit requested files with your name on them that demonstrate your progress on the assignments/research with instructors (25)