

Student Name:

Date:

**URGO 2009 SUMMER RESEARCH
WEEKLY PROGRESS REPORT**

Due Mondays, by 4:30 p.m. via e-mail from mentor.

The purpose of this report is to keep all parties informed of the progress (and perhaps lack of progress) being made towards the goal of completing the research project. Ideally, this weekly report provides an opportunity for self-assessment, planning and dialogue among mentor, mentee and URGO.

1. Provide a comprehensive summary of your research activities of the past week/reporting period. You may present this in paragraph or bullet form. **Expand space below.**

2. List the dates and length of time you met with your mentor **in person** this week.

By Telephone / e-mail?

3. Have you experienced any difficulties this week? If yes, describe the nature of these difficulties. What do you think needs to be done to address the issue or improve the situation?

4. Record your hours.

	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Date							
Hours							

Total hours this reporting period:

Total project hours to date:

5. What are your research plans for the week/reporting period to come? **Expand space below.**

Please turn in to URGO by 4:30 p.m. Monday each week. Student should send report electronically to mentor and have him/her forward it on to shafer@augsborg.edu if it meets mentor approval.