

## ***URCA Associate Final Report Guidelines***

The final report must be submitted to your mentor for feedback prior to submission. Once your report is finalized, submit by email to the URCA Coordinator by the designated deadline. This report will be saved in the Office of the Provost URCA Associate Program files and will serve as a permanent record for your project.

### **Final Report Guidelines**

- Should be a **minimum** of 3 to 5 pages; many are longer. Some final reports are in a nearly publishable format.
- Your faculty mentor should provide you with specific expectations related to your department and/or your Senior Assignment.
- The report should be written in similar format to your initial proposal and include the following:
  - Introduction to the project (Why is it important to your field? Why is it important to society in general?)
  - Steps you took to complete the project and how closely you were able follow the timeline delineated in your proposal
  - Results, discussion, and conclusion. Be sure to include implications for future research in the conclusion.
  - You may also include illustrations, graphs, or photos of your project, as applicable.
  - If you presented your research at a conference or meeting, be sure to discuss that experience.
  - Discuss what you learned during the project (reflect on what you learned about the research or creative activity process, the impact that this type of research can make in your field, and the impact that the URCA Associate project experience had on your professional development)

### **Due Date**

The final report will be due the Friday of finals week in the Spring semester in which you completed the URCA Associate program. The report is to be submitted by email to the URCA Coordinator.