

URCA Associate Interim Report Guidelines

The interim 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.

Interim Report Guidelines

- Should be approximately one page in length
- The report should include the following:
 - Discuss how your project is progressing. Describe the steps of the project that you have completed so far and what steps still need to be completed in the Spring semester.
 - State if you have been able to adhere to your timeline or if any barriers have presented that have kept you from adhering to the timeline. Describe adjustments you would need to make to address this, if applicable.
 - Do you anticipate that your project and findings will be completed in time for the Undergraduate Scholar Showcase? The showcase takes place in April. If there are any anticipated barriers to completion, what adjustments will you make to complete your project within the timeline.

Due Date

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