

ECSE Progress Reports

The Writing Center
At Rensselaer

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Introduction

You are required to submit a progress report for your ECSE Senior Project. The report should be approximately 1,000 words (two pages, typed single-spaced), submitted to your project advisor by the end of the seventh week of the semester.

In developing a good progress report, you need to consider

- your purpose and audience
- the process of producing a good report
- the format and content
- whether you might have a publishable article.

Purpose & Audience

The progress report will help both you and your advisor to determine how well your project is going and whether or not any changes need to be made. Also keep in mind that progress reports are regularly required in the workplace, so it is a good idea to become comfortable writing one.

You should also consider saving such reports for use in an electronic portfolio of work samples for prospective employers.

If you think your article is suitable for publishing, investigate that potential audience to prepare your report accordingly.

Process Tips

- Revise your draft as many times as is necessary to produce a fluent and complete report.
- A few days before you submit your report to your advisor, bring a double-spaced draft and a copy of your original proposal to the Writing Center for a critique.
- When you submit your progress report to your advisor, be sure to attach a copy of your proposal.
- Remember to include your drafts and the final versions of your proposal and progress report in the folder you submit at the end of the semester.

Format and Content

Write your report in the form of a memorandum, beginning with the following:

To:

From:

Subject:

Date:

Organize the body of your report into the following sections:

I. *Project and Purpose*

Briefly reintroduce your project: summarize what you are doing, why you are doing it, and what approach you are taking.

II. *Progress Made to Date*

Describe the progress you've made so far. Relate your specific activities to your overall goals so that you and your project advisor can see whether you are proceeding satisfactorily.

III. *Practical Implications*

Note any practical matters that may need adjustment, such as changes in your work schedule or need for additional materials, equipment, or expertise.

Preparing your work for publication

If, at this point, you think your work may result in a publishable article, determine where you think it might be published. Check relevant journals to see what has previously been published in your area of research.

Note the editorial policies for the format and style of these journals. Doing this work BEFORE you draft a final report or article will help you to avoid wasting time on subsequent revisions.