Progress Reports

Purpose:
The purpose of the progress reports is to provide time for the professor to meet with you (face to face virtually), check in on data collection, analyses, and presentation, and troubleshoot any problems. It is a time for the student to ask any questions or express any concerns. Take advantage of this time as it will be one on one meetings where you will have the professor's full attention.

Instructions:
Each week there is a progress report due (with points) you will answer the questions provided (see below) to check on the completion of the project. This will be a shared document that should be shared with the professor as well. Each week should be added to the document so you and the professor can see the progress of the project. The progress report should be completed for that week prior to the meeting. During class time, the professor will meet with **each** student independently. We will meet for 10-15 minutes (longer if needed) going through the questions, your updates, and troubleshooting any issues. Even though the professor will have the written update, you should also verbally update the professor to practice verbal communication skills.

Questions to be answered each week:
1. Update on where the group is in terms of data collection. For example, how many videos have been collected, how many digitized, and if any analyses have been run.
2. Update on any issues with data collection or analyses. For example, animals are not cooperating, cannot catch enough animals, or analyses are not running.
3. Where is the group on the next big project due, such as annotated bibliography, paper draft, presentation, etc.
4. One question you have for me to help you succeed over the next week.

Grading:
The assignment will be worth 10 points broken down as follows:
- 2 points for finishing the written report before the meeting.
- 4 points for completing the questions
- 4 points for attending the virtual meeting on time and providing the professor with an update.