

To: .82 students
From: Jennifer Craig and .82 faculty
Re: Individual progress report memo due 11/13
Date: November 6

On November 13, we are requesting an individual progress report memo from each .82 student. This report will

- give us a clear picture of the work you've completed and the work you plan to do;
- brief us on upcoming problems;
- allow us to assess your written communication abilities individually.

Sections of the report

Note: Use headings to help readers find categories of information.

- Short introductory paragraph that states the context of the progress report. (does not require heading)
- Work Completed This Semester (Can be a bulleted list introduced by a framing sentence.)
- Problems or Challenges Encountered. (Can be a bulleted list with entries followed by short prose discussion of the solutions to those problems.)
- Work to Be Done (In this section, we'd also like to hear your assessment of potential problems that may be forthcoming.)
- Team Requests (Priority requests directed toward other students.)
- Conclusion (Includes questions you'd like to ask, requests to faculty, or issues you'd like to raise.)

This report should be concise and professional, but please do not be so brief in your writing that it is difficult for us to grasp what you are saying. After all, this is one place where you can tell us precisely what you've done. We are estimating that these reports will be 2-3 pp.

This progress report will be graded for communication skills although engineering faculty will also use it as a way to deliver mid-term feedback. However, the evaluation is not based on your success on the tasks you've done but instead on your complete honesty about the process; your ability to communicate complex information in a logical way; your ability to craft a professional document in which language is used correctly.