**Office of Student Engagement & Experiential Learning**

**Undergraduate Research Programs**

**Progress Report Template**

***Please Note:*** Progress reports must be submitted via Blackboard on the 15th of the month throughout the duration of the project. The student will be responsible for sharing a copy of the report to their Faculty Mentor via email or during your scheduled meeting time.

**Student Information**

|  |  |
| --- | --- |
| **Time Period:** |  |
| **Hours Logged:** |  |
| **Name of Student:** |  |
| **Faculty Mentor:** |  |
| **Program:** |  |
| **Project Title:** |  |

**Progress Report Questions**

1. **Tasks completed during this time period?**
2. **What has been successful?**
3. **What has not been successful?**
4. **Current goals:**
5. **Do you need any additional support/have any questions?**