

Progress Report Assignment

I. Assignment Overview. The dynamics of a working group have a significant influence on the ease and quality of communication and collaboration in a group. Effective communication and collaboration generally translate into a more successful research experience. Developing good communication and a positive collaboration requires commitment, effort, intentionality, and sensitivity. While this assignment will help address all of the course objectives, it is aimed particularly at the objectives of strengthening your communication skills and cultivating and maturing your collaborative skills within the context and dynamics of your laboratory group.

Once this semester, each member of your laboratory group will complete a progress report on behalf of your group, adhering to a schedule determined and submitted by your group. One aspect of the report will be to document and inform me of your activities, progress, and group work. Another will be an assessment of the communication and collaboration of the group. A central but incomplete tool for your laboratory group communication involves your notebook. Preparing progress reports from your notebook during the semester will help your group evaluate the quality and effectiveness of this tool in a time frame to make improvements. In addition, you will be asked to assess other aspects of the working of your group. My hope is that this will also result in a formative effect upon the working of your group, and result in better communication and collaboration, and thus a positive experience, for those in your group.

II. Learning Objectives.

This assignment is aimed at developing transferable skills that will promote a positive and successful collaborative research experience. The learning objectives are:

- Strengthen proficiency of written and oral communication skills while doing science
- Develop skill at cooperating with a team to achieve progress toward a shared goal
- Develop metacognitive practice

III. Directions

By the end of the second week of class, your laboratory-working group should determine a schedule for progress report submission throughout the semester that is agreeable to the group. The total number of reports should be equal to the number in your group, such that each member of your group is responsible for writing and submitting one progress report. This schedule will serve as the due dates for the progress reports, and you will be held to the one you are assigned. Provide me a copy of the schedule, with the names of individuals associated with each date. I will post your group's due dates and the reporters' names on the course web schedule.

When it is your turn to complete a progress report on behalf of your group, develop a readable, informative, complete, but concise report as guided by the attached form. You may copy the form text and complete the progress report using a word processing program.

IV. Assessment

The preparer of the report will receive the score for the report they have submitted on behalf of the group. The total value of the exercise is 40 points. The report will be graded based upon the following criteria: is it readable?, is it informative?, is it complete? (including all sections), is it concise? (i.e. a report versus a biography), and does it reflect growth toward achieving the learning objectives.

Proteins Laboratory Progress Report

Preparer_____

Date_____

Group_____

Member initials_____

RESEARCH

Overall Project Objective:

Experimental Objectives since last report:

List of research activities:

Summary of results:

Future experimental objectives and plans:

NOTEBOOK

Challenges and successes identified:

Proposed solutions:

GROUP COMMUNICATION AND COLLABORATION

Communication

Challenges and successes identified:

Solutions proposed:

Work distribution/participation

Challenges and successes identified:

Solutions proposed:

LEARNING OUTCOMES FROM COMPLETING REPORT

Research-related:

Notebook-related:

Group-related: