

Helpful Hints for the URCA Associate Final Report

When you were admitted as a URCA Associate, one of the requirements listed in the contract was that you write a final report summarizing your research/creative activity. It is also required that this report be submitted to your mentor for his/her evaluation then delivered to the Office of Assessment. Keep in mind that this report will stay in the Office of Assessment and will serve as a permanent archive for your project. Anyone wanting to know specific details or information regarding how you conducted your project and its results should be able to easily locate it in your final report.

What goes into a final report?

The final report should be a **minimum** of 3 to 5 pages; most are much longer. Some final reports are in a nearly publishable format. Your mentor(s) should provide you with specific expectations in conjunction with your department and/or your Senior Assignment. This report should be written much in the manner of your initial proposal, and should contain results, discussion, and a conclusion. You can use some of the information included in your Symposium Abstract pages as a starting point, if you'd like. If you have presented your research at a conference or meeting, you should talk about that experience. You may also wish to include illustrations, graphs, or photos of your project or even samples, if applicable.

Things that you may want to address in your final report:

- An introduction to your project. (Why is it important to your field? Why is it important to people in general?)
- What were the steps you took to complete your project? How closely did you follow your timeline in your proposal?
- What new things have you learned during your project? (About your research? About your discipline? About yourself?)
- Further Study (Where is this project going next?)

When is it due?

A hard copy of the final report will be due the Friday after graduation in the semester in which you completed the URCA Associate program.

Help and Inspiration

Previously submitted URCA Associate Final Reports are on file in the Office of Assessment.