UR GEOLOGY: Module Report

UR Research Title:	
Name:	Course section ID
	For MODULE:

/10 COMPOSITION & LAYOUT - one or multiple point deduction per infraction
The appearance is neat and orderly. The report is typed and graphics and data are electronically prepared and analyzed. Subscripts and superscripts are appropriately used and any equations are explained. The report contains title and header and a minimum of 3 paragraphs describing activities, accomplishments and comparisons, and problems / drawbacks.

/10 WRITING & GRAMMAR - one point deduction per infraction
Spelling and grammar are correct. Word repetition and use of first person language is avoided. Statements are factually correct. Appropriate and complete language for college level writing is used.

/5 Activity & Time Log - one or multiple point deduction per infraction
The time log is complete and shows date, activity description, time and running total. Activity is sufficiently described, e.g. "*compilation of Excel graphs*" rather than "*graphing*"

Instructions
Write a 3-paragraph summary of your module activity in your undergraduate research. Remember, a paragraph has a minimum of 3 sentences. Use a 12- or 11-point standard font (Times, Arial, Helvetica), double spaced. Use letter size paper with 1 inch margins, single sided. Place header on each page as outlined below:

Weekly Report Outline

☐ HEADER: Should show: Title: e.g. Module Report for [... insert Module #...]
Your Name
The Course: e.g. GEL4970 UR Geology
Page number if more than one page

☐ 1st Paragraph: Factually describe the weeks activities (What was done!)

☐ 2nd Paragraph: Explain highlights, accomplishments or breakthroughs in comparison with previous activities (previous week, previous research)

☐ 3rd Paragraph: Describe any problems, drawbacks, or glitches and your plan for mitigation or remediation during the course of this class

☐ Attach completed Time Log for Module

☐ SUBMIT COMPLETED MODULE REPORT THROUGH THE CANVAS COURSE PORTAL IN PDF FORMAT

General Writing Instruction:

- Use professional language, which means AVOID first person expressions such as “I”, “we”, “our”. Use normal prose, active voice and third party language. Do NOT use informal wording, contractions, jargon, slang terms, or superlatives. Exclude similes/metaphors (and humor!)
- Use present tense to report well accepted facts, e.g. 'Pyrite is a sulfide mineral'. Use past tense to describe specific results, e.g. 'When acid was applied, the specimen effervesced'
- Be quantitative wherever relevant (stats, numbers etc.). Use appropriate subscript and superscript, especially when it comes to chemical formulas and mathematical units.
- Use precise concrete language, no ambiguity e.g, ‘correlated’ ≠ ‘related’. Use simple language – no unnecessary “frills” (distractions). Pay attention to sentence structure and grammar

- Please populate completed Time Log and Submit with your Module Report -

You may use an electronic version instead (e.g. Excel)

TIME LOG Name: ____

Date	Activity *(please list ALL project activities, including the drive to and from research sites)*	Time *(round to the nearest ½ hour)*	Running Total
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