SCYP Report Writing Timeline— Winter 2025

The report writing process starts immediately after the term ends for your SCYP course. It is easier to start gathering information from your peers and professor(s) before your class ends; for example, you may want to download shared files from Canvas, collect student names and majors, or collect final products (such as InDesign Files, presentations, or reports) from individual students or student groups. Ask for the highest resolution images and files as possible.

SCI can be flexible regarding due dates if you communicate early. If you experience trouble during any part of this process, please reach out to the SCI Report Coordinator. You are welcome to complete any parts of the report earlier than the deadlines below.

Before the Term
- Gather images and final reports from class
- Coordinate with professor to ensure materials are adequate and high quality

Week 1: January 6-10
- Gather any remaining images/other resources needed for the report
- Submit **draft report outline** by **Friday, January 10**

Week 2: January 13-17
- **Begin report rough draft,** using text placeholders for figures as needed. Focus on content, not formatting
- **Final report outline due** via email by **Friday, January 17**

Week 3: January 20-24
- **First draft due** via email by **Friday, January 24**

Week 4: January 27-31
- Report Coordinator reviews draft and suggests revisions no later than **Wednesday, January 29**

Week 5: February 3-7
- Incorporate changes from first round of feedback
- Complete any incomplete sections
- **Second draft due** via email by **Wednesday, February 5**. Draft should include all image placeholders.

Week 6: February 10-14
- SCI Graphic Designer formats report in InDesign

Week 7: February 17-21
- Final draft InDesign report reviewed by SCI staff; sent to city staff and professor(s) for review on **Tuesday, February 18**

Week 8: February 24-28
- Report comments received by city staff and professor no later than **Wednesday, February 26**
- Request edits from report writer if necessary
- Complete final edits

Weeks 9 & 10: March 3-14
- Send final report to UO Printing & Mailing
- Publish and distribute final report