Draft SCYP Report Writing Timeline— Winter 2026

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 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 5 - 9
- Gather any remaining images/other resources needed for the report by **EOD Friday, January 9**
- Begin writing report outline.

Week 2: January 12 – 16
- **Report outline due** via email by **Monday, January 12.**
- Report Coordinator provides outline feedback by **EOD, Wednesday, January 14.**
- **Begin the report's first draft,** using text placeholders for figures as needed. Focus on content, not formatting

Week 3: January 19 – 23
- **Report first draft** due via email by **Monday, January 19.**
- Report coordinator provides first draft feedback no later than **EOD, Wednesday, January 21.**

Week 4: January 26 – 30
- Incorporate feedback and continue developing report draft 2.
- Complete any incomplete sections.
- Include all image placeholders.

Week 5: February 2 - 6
- **Report second draft** due via email by **Monday, February 2.**
- Report Coordinator provides feedback no later than **EOD Wednesday, February 4.**
- Incorporate feedback and complete final touches.

Week 6: February 9 - 13
- **Third, and final draft** due via email by **Monday, February 9.**
- SCI Graphic Designer formats report in InDesign

Week 7: February 16 – 20
- Final draft InDesign report reviewed by SCI staff; sent to city staff and professor(s) for review by **Friday, February 20.**

Week 8: February 23 – 27
- Report comments received by city staff and professor no later than **Friday, February 27.**
- Request edits from report writer if necessary
- Complete final edits

Weeks 9 & 10: March 2 - 13
- Send final report to UO Printing & Mailing
- Publish and distribute final report