Draft SCYP Report Writing Timeline— Spring 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 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: March 31 – April 4
- Gather any remaining images/other resources needed for the report by **EOD Wednesday, April 2**
- **Report outline due** via email by **EOD Friday, April 4**

Week 2: April 7-11
- Report Coordinator provides outline feedback by **EOD, Tuesday, Apri 8**
- **Begin report first draft,** using text placeholders for figures as needed. Focus on content, not formatting
- **Report first draft** due via email by EOD **Friday, April 11**

Week 3: April 14-18
- Report coordinator provides first draft feedback no later than **EOD, Wednesday, April 16.**

Week 4: April 21-25
- Incorporate feedback and continue developing report draft 2.
- Complete any incomplete sections.
- Include all image placeholders.
- **Second draft due** via email by **EOD Friday, April 25.**

Week 5: April 28 – May 2
- Report Coordinator provides feedback no later than **EOD Tuesday, April 29.**
- Incorporate feedback and complete final touches.
- **Third, and final draft due** via email by **EOD Friday, May 2**.

Week 6: May 5-9
- SCI Graphic Designer formats report in InDesign

Week 7: May 12-16
- Final draft InDesign report reviewed by SCI staff; sent to city staff and professor(s) for review on **Tuesday, May 13**

Week 8: May 19-23
- Report comments received by city staff and professor no later than **Thursday, May 22**
- Request edits from report writer if necessary

- Complete final edits

Weeks 9 & 10: May 26-June 6

- Send final report to UO Printing & Mailing
- Publish and distribute final report