

SCYP Report Writing Timeline – Winter 2022

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.

SCI can be flexible regarding due dates if you communicate early. If you experience trouble during any part of this process, do not hesitate to reach out to the SCI Report Editor.

Before the Term

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

Week 1 & 2 – 1/2—1/15

- Gather images/other resources
- Submit draft Report Outline by **January 13th**

Week 3 – 1/16—1/22

- Begin rough draft, using text placeholders for figures as needed. Focus on content, not formatting.
- **Report outline Due:** via email by **Thursday, January 20th**

Week 4 – 1/23—1/29

- **First Draft Due:** via email by **Thursday, January 27th**
- Report Editor reviews draft, and suggests revisions

Week 5 – 1/30—2/5

- Receive edits from SCYP Editor
- Receive comments from professor (if report is ready for that stage)

Week 6 – 2/6—2/12

- Incorporate changes from first round of feedback
- Complete any incomplete sections
- **Second Draft Due:** via email by **Thursday February 10th**. Should include all image placeholders.

Week 7 – 2/13—2/19

- SCI Graphic Designer formats report in InDesign

Week 8 – 2/20—2/26

- Formatted draft sent to city staff for review.

Week 9 – 2/27—3/5

- Draft report reviewed by city staff, SCI staff, and professors.

Week 10 – 3/6—3/12

- Receive compiled feedback (city staff, SCI staff, professors)
- **Final Draft Due: Thursday March 10th**, if edits by writer are necessary

Final Week – 3/13—3/19

- Final review and approval.
- Final report published