# **Weekly Progress Document**

This document is to be completed and uploaded by midnight the night before each mentor meeting.

Each student will receive a grade between 0-5 for the information in this document. A grading rubric can be found below.

|  |  |
| --- | --- |
| Grade | Description |
| 5 | All information filled out, task information is descriptive, **complete**, and easy to follow. The write-up is readable and understandable with consistent formatting and style *across all write-ups.* Student demonstrated significant effort over the course of the week and did not procrastinate their work or reach out for assistance in an untimely manner.   Any code produced is conveniently shared (proper PR attached to it and complies with any project standards around coding and reporting) with mentor and TA and can be run / reproduced with little effort. |
| 4 | All information filled out, task information is descriptive, mostly complete, and relatively easy to follow. Write-ups may have minor presentation issues (grammar / inconsistent style or formatting) which only mildly affects its readability. Student demonstrated significant effort over the course of the week and did not procrastinate their work or reach out for assistance in an untimely manner.    Any code produced is conveniently shared (proper PR attached to it and complies with any project standards around coding and reporting) with mentor and TA and can be run / reproduced but requires changing a few lines. |
| 3 | All information present, but the task description has presentation issues which affect its readability (grammar / inconsistent style or formatting). Student did not complete their work due to planning (procrastination) or not getting in touch with the TA or Mentor in a timely manner.    Any code produced requires back-and-forth with student to obtain or reproduce.  **Student got "stuck" on an area and raised the concern during the mentor meeting, rather than beforehand via slack.** |
| 2 | Missing information, significant presentation, and content issues. Work incomplete. |
| 1 | Incomplete and demonstrates a lack of effort |
| 0 | Zero effort / not submitted |

NOTE: Late documents will be penalized by 2 points. Please make sure to turn this in on time.

Clinic Project:

|  |  |
| --- | --- |
| Project Name |  |
| Mentor Meeting Date and Time |  |
| TA Name |  |
| Internal Mentor(s) |  |

Each Student needs to complete a section below

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| Student Name:     |  |  | | --- | --- | | Hours worked this past week |  | | Task description? |  | | Task Status (complete, incomplete) |  | | If the task is not complete, why was it not completed? If the task is complete, leave blank. |  | |

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| Student Name:     |  |  | | --- | --- | | Hours worked this past week |  | | Task description? |  | | Task Status (complete, incomplete) |  | | If the task is not complete, why was it not completed? If the task is complete, leave blank. |  | |

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| Student Name:     |  |  | | --- | --- | | Hours worked this past week |  | | Task description? |  | | Task Status (complete, incomplete) |  | | If the task is not complete, why was it not completed? If the task is complete, leave blank. |  | |

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| Student Name:     |  |  | | --- | --- | | Hours worked this past week |  | | Task description? |  | | Task Status (complete, incomplete) |  | | If the task is not complete, why was it not completed? If the task is complete, leave blank. |  | |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Student Name:     |  |  | | --- | --- | | Hours worked this past week |  | | Task description? |  | | Task Status (complete, incomplete) |  | | If the task is not complete, why was it not completed? If the task is complete, leave blank. |  | |