

REPORT WRITER INTRUCTIONS: This is the word template for writing a final SCYP report. Please review the blank highlighted areas, but leave alone. They serve as place holders for general information/places for the SCI Graphic Designer to input specific images. **Yellow highlighted areas are for you to change while keeping the format of the template intact as best as possible. Currently, tips for specific sections are written within the yellow highlights so please review them before deleting.** A note on figures and charts. As you go, please do not paste in actual figures. Please write in a place holder like this: [Figure 2-13 Really cool example] where you would like the corresponding figure/image/chart to be inputted. The SCI Report Editor will work from the OneDrive folder to format each figure according to these place holders. Save frequently to your computer and cloud location! Thank you! If any questions arise please contact the SCI Report Editor.

SOC Intern grad student obligations to SSCC:

- Participate in scoping conversations beginning in Summer prior to year 2.
- Attend 2 mid-semester check-ins with partner (fall & spring)
- Make 2 formal presentations
 - o End of Fall (November) – progress thus far; plan for spring
 - o End of Spring (April) – final paper defense
- Attend SSCC weekly meetings (fall & spring)
 - o Fall – update on progress; questions about process
 - o Spring – update on analysis, writing, etc.

SSCC obligations to SOC:

- Supervise/mentor student
- Provide timely feedback re: student performance to committee chair.
- Leverage SSCC resources to benefit student experience and project.
- Provide SSCC presentation to SOC 500
- Work with the Sociology graduate program director to develop a report template.