

# KCC MOP Progress report and Final report guidelines

Updated: Aug 2015

## Progress reports during the semester:

Written progress reports are due the first Monday of each month of the semester that you are working on your skills project.

- Give a brief summary of your project
- Provide a list of accomplishments and results
- Provide a short outline of next steps

## Final project report:

Due at the end of the semester that you will be presenting your project at the MOP symposium. Please use your project proposal to help you complete your final report. The main elements of the report should include:

- Introduction
- Materials and Methods
- Results
- Discussion
- Conclusion
- References

Reports can be emailed to [kccmop@hawaii.edu](mailto:kccmop@hawaii.edu) please be sure to include your first and last name in the document file name. Please only send Microsoft Word or .pdf documents.