**The Progress Report**

Towards the end of the first semester students are required to submit a short Progress Report. This provides an opportunity to 'step back' and review what has been achieved so far and the tasks remaining. It requires careful selection of material in order to include all the essential information while excluding unnecessary detail and presenting a coherent picture. Please send your progress reports to pa-studentoffice@soton.ac.uk with the format **[Phys6006 progress report][Name][Title].pdf** . When you have handed in your Progress Report

 \* it is passed to your Project Supervisor, who will be in a position to check that it gives an accurate record of

 what you have done so far.

 \* On the basis of the evidence contained in the Progress Report, a mark will be given for what you have

 achieved so far in your project. The supervisor is responsible of releasing the progress report mark to you together with written feedback. He is also responsible of informing the course co-ordinator (Prof. Antonios Kanaras) about the mark.

 \* Note that this assessment depends largely */but not only/* on what you write in your Progress Report. The

 interim assessment will reflect experimental skills, theoretical work, the analysis and interpretation of

 results, literature-searching, record-keeping, initiative, organisation and planning.

 \* The assessment of your Progress Report (which accounts for 5% of the total mark for PHYS6006) is carried

 out by your project supervisor.

Your progress report should describe:

 \* the background necessary to put the project in context

 \* the aims and objectives of the project

 \* the methods chosen to achieve those aims

 \* the progress that has been made to date

 \* what remains to be done and how it is intended to complete the project on time

The progress report should be comprehensible to another final-year student on your course. It should be about 2000 words in length (or 12,000 characters with no spaces), although there may be fewer words if some of the information is conveyed through diagrams. Concise language and careful presentation are required.

Although it is relatively short, your report should still have an abstract and a clear structure covering the points listed above. Progress reports should have a title page carrying the unit code (PHYS6006), the date when you finished writing it, its title, your name, your Supervisor's name, and the abstract. The report should also include references, but the list of references should be additional to the 2000 words. The references are not included in the length restriction because we do not wish to discourage you from including a substantial number of references, as long as they are relevant. In fact, it is usually a good idea to start your project by carrying out a

"literature survey" producing a substantial number of references that will be useful to you. Bear in mind that your final report, at the end of the year, should contain a full of references including, presumably, those which you cite in your progress report. Your progress report should be send by email at pa-studentoffice@soton.ac.uk by 4.00 p.m. on **Tuesday, 9th January 2024**. Late submission of your report may result in your report mark being reduced. This penalty will be waived only for a good reason, such as a certificated illness.

Your supervisor will send his report/mark to the faculty office in order to retain it in our files for the end of the year. He will also give the report to you as feedback.

**Assessment**

The mark for your progress report will form 5% of your overall project mark. Some of the assessment criteria are:

 \* Is the report clearly and logically structured?

 \* Is there a clear overview of the problem?

 \* Is all the essential material present?

 \* Is unnecessary detail present?

 \* Is the level of knowledge assumed appropriate?

 \* Are there too few or too many diagrams?

 \* Is the referencing adequate?

 \* Is the report attractive to the eye?

 \* Is the writing style attractive and easy to read?

 \* Are the explanations clear and unambiguous?

 \* Are the diagrams clear and effective?

References

Refer to publications, books etc in your report using numbers in square brackets (examples: to observations by Smith and Jones [4], a derivation is given by Kittel [5], a recent experiment [6]). Group the references at the end of your report (but before any appendices).The format for a reference to a paper in a journal is:

Surname, Initial Name *Journal title abbreviated,* **year**, *volume*, page numbers.

[4] Smith, A. B.; Jones, C. D. *J. Appl. Phys*. **1965**, *34*, 296-299

 and to a book:

[5] C. Kittel, Introduction to Solid State Physics (John Wiley and Sons, New York 1971), 4th ed.,Chap. 3, pp 104-115.

For more details related to the format of the progress report please read the document “Information about final reports”.