**UVM Geology Instructions for Master’s Thesis Progress Report**

4.6 Written Progress Report  
The written progress report is presented to the Department in the third semester (typically the fall semester) and should present the progress made since the proposal presentation. Realize that the progress report is NOT meant to be a completed work. Faculty expect that progress reports will differ dramatically in their content and style. What is important is that the progress report demonstrates to the committee, to the Department, and to the Graduate College that you are making continual and sufficient progress toward the MS degree by conducting high-quality research—a prerequisite for continued graduate standing and department funding. We expect that the progress report will summarize and present the data collected to date and offer initial interpretations. It must include a detailed work plan for the completion of the thesis research and defense of the thesis. The progress report should also list in detail changes in the research plan, which may have occurred since preparation of the proposal.  
  
The progress report (excluding cover sheet) must contain **no more than 8 pages of double-spaced text** (12 point, 2.5 cm margins) excluding all figures, tables and references. A sample outline of the progress report is included in Appendix V. It is appropriate for a progress report to reference information in in the thesis proposal rather than restate the proposal in its entirety; a progress report should summarize work to date and demonstrate that the first steps toward writing the thesis have been taken.

Appendix V. states:

The progress report should be succinct. It should present your findings to date and elaborate upon any changes made to your original research plan. The progress report should include sufficient background information to guide the reader, but should not restate the proposal. The progress report can be considered a second step toward writing the thesis. The progress report should include at least:

1. Title and signature page
2. Introduction
3. Concise summary of work conducted to date
4. Initial interpretations of data collected
5. Description of work remaining
6. Detailed time line for completion of research