

# Progress Report

## INTRODUCTION

Project introduced

Time period

Goal

Background information

Continued background information

### Progress Report for History Fair Project:

#### The Accomplishments of Elizabeth Blackwell

This is a report on the progress I have made on my history fair project during the last four weeks. My project is a display illustrating the major events in the life of Elizabeth Blackwell, the first woman in the United States to receive a medical degree. I plan to enter the project in the library's display contest; the deadline is February 22. My goal is to generate interest in Blackwell's accomplishments, but I also hope this project will help students learn about women's struggle for equal rights.

Elizabeth Blackwell (1821–1910) was the first woman to receive a regular medical degree from an accredited college. She didn't earn her degree the way most men earned theirs, however, because she had to overcome overwhelming discrimination throughout her career as a student. Blackwell was turned away from every medical school to which she applied except for Geneva Medical College in Geneva, New York. Once she gained admission, however, her real struggle began.

The aspiring doctor faced discrimination at every turn. She was barred, at first, from classroom demonstrations, was mocked by male students, and was ostracized by the wives of the faculty and by the townswomen of Geneva. Blackwell persevered, however, and graduated at the top of her class in 1849. After obtaining her degree, she was unable to find work at any of New York's city hospitals and was denied the right to rent rooms for a private practice. Fortunately,

# Progress Report *continued*

BODY

First significant accomplishment

Evidence

Second significant accomplishment

Evidence

Third significant accomplishment

Evidence

she kept fighting and eventually founded both an infirmary, the New York Infirmary for Women and Children, and a medical school for women. Today, Blackwell is remembered for her contributions to the medical profession and as an important figure in the struggle for women's rights.

Over the past four weeks, I researched the life and work of Elizabeth Blackwell and compiled my research into a slide presentation. I wrote explanations of her major accomplishments and scanned images of Blackwell, of the schools she attended, and of her infirmary and medical school. I plan to display the slide show on one of the library's laptop computers.

I discovered that the infirmary Blackwell founded in New York still operates today, although it is now called the New York Infirmary-Strang Clinic, and I built a diorama to show what the infirmary looked like when it was operated by Blackwell. In one biography of Blackwell, I found a photograph that depicted her office and I created miniatures of several of the items in the photograph: an examining table, a doctor's scale, and a stethoscope. I also dressed a doll in a replica of Blackwell's clothing.

To give a sense of the many different locations in which Blackwell worked and studied, I completed a combination map/time line showing the sequence of important events in Blackwell's life. For this section of the display, I used multicolored pushpins to show the location of the

# Progress Report *continued*

Problem

Solution

Problem

Solution

CONCLUSION

Overall view of project

Future plans

Time schedule

events, and I colored the time line to match.

I'm still waiting for a copy of Blackwell's diploma from the Geneva (N.Y.) Medical College. I called the New York State Historical Society yesterday and spoke with Mr. Roy Lassiter, who explained that he was on vacation when my letter of request arrived. He assured me, however, that he would ship the copy by the end of this week. Since I've already purchased a frame for it, once it arrives I can simply mount it. I am also waiting for a photograph of the modern New York City infirmary that is the successor to Blackwell's infirmary. I wrote to the clinic but have not yet received an answer. I also tried to find a photo of the clinic on the Internet; this was also unsuccessful. I plan to contact the clinic by telephone if I have not received a reply by next week.

I am not certain how my presentation will look, since I am still waiting for two pieces for my display, but I have a rough plan. The diorama and the slide presentation will be in the middle at the front, and the map/time line will stand behind them. To the right will be Blackwell's photograph, the photograph of the infirmary, and her diploma. To the left, there will be a chart titled "The History of Women in Medicine."

I have several steps left to complete my presentation, but I have already located sources with the necessary information. All I need to do is to make my chart, photocopy and laminate the photograph, and assemble all the component parts. Although I'm a few days behind the

## Progress Report *continued*

schedule I originally set for myself, overall the project is going well. I'm confident that I will have the finished display ready for judging by the deadline, February 22.

# Progress Report

## Definition

A **progress report** describes the status of a project. People write progress reports to inform someone—a boss, a teacher, a colleague—about the work that has been completed on a project, the work that is in the process of completion, and the plans for future development of the project.

Many progress reports use the structure illustrated in the framework below. Print this framework and use it as a guide when you write your own progress report.

## Framework

## Directions and Explanations

**Introduction**

- Describe the time period covered by the progress report.
- State the purpose of your project.

**Provide a context** Give a general description of the project and why you chose to undertake it.

**Announce the time frame** Let your readers know how long you have been working on the project and when it will be completed.

**State your goal** Describe your goal for this project along with any secondary goals.



**Body**

- Include background information and define terms.
- Explain the first significant accomplishment, and so on.
- Explain any problems.

**Include background information** Provide a short history of your project.

**Explain accomplishments** Provide evidence to support each accomplishment. Explain the process you followed to complete each task, describe the materials you used, or explain how each part of the project fits into the whole.

**Explain any problems** Only explain problems that have inhibited your progress in some way, and describe your solutions for each one.



**Conclusion**

- Provide an overall view of the project.
- Confirm or revise the time schedule for completion of the project.

**Sum up your progress** List your future plans, explain what needs to be done to finish the project, and describe how you plan to tackle the remaining work.

**Restate your time frame** Remind readers of your deadline and explain any changes to your schedule. You might include a time line for finishing the project.