

## **2L Comment Progress Update Form**

3L Editors: You are required to meet with your assigned authors at least one time before each deadline, but it is strongly encouraged that you to take a more active role in advising them on their research, outline and writing. Please complete this form and email it to Christian Staples [Christian.Staples@gmail.com](mailto:Christian.Staples@gmail.com) after each meeting with your author.

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**2L Author Name:** \_\_\_\_\_

**3L Editor Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Date of Meeting:** \_\_\_\_\_

**Due (Circle one):**    Outline    Working Rough Draft    Rough Draft    Final Version

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1. Did your author contact you for assistance during this phase of research and/or writing? If not, please explain. \_\_\_\_\_

\_\_\_\_\_

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2. How many times have you met or discussed his/her progress since your last meeting? Please list dates and progress at each meeting/discussion. \_\_\_\_\_

\_\_\_\_\_

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3. Is your author on track with the deadline schedule? Was your author prepared to discuss the work he/she has completed thus far? If not, please explain. \_\_\_\_\_

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4. Please list any concerns you have about your author's ability to meet future deadlines. \_\_\_\_\_

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