**Memo**

**To:** Dr. Erika Paterson, UBC Faculty Member

**From:** Ilanna Barkusky, I.B.

**Date:** February 21st, 2016

**Subject:** Formal Report Progress

As requested, here is a progress update outlining the intended timeline for completion of my formal report. This report will cover the overall health of students pertaining to stress and anxiety levels linked to financial responsibility, as well as addressing opinions regarding the need for another reading week during the fall semester. In order to determine the feasibility and requirement for another reading week, I will be surveying students at the University of British Columbia by asking them survey questions to gauge their interest.

**Audience:** The audience for this report will be the UBC Board of Governors. The Board of Governors includes Chancellor Lindsay Gordon, Interim President Dr. Martha C. Piper and others appointed by the province and elected by students or faculty. While they all sit on the board representing different interests, student health and well-being is of interest to all members. The UBC Board of Governors as a whole has the authority to act on the recommendations provided.

**Purpose:** This report aims to discover the level of student well-being across campus and the interest in a reading week taking place in the fall. Students are faced with the burden of a heavy course load and financial obligations to support themselves through their time at university, and it is important

**Research Plan:**

My research plan includes conducting a survey for students at the University of British Columbia in order to gauge their interest in a reading week as well as their obligations and overall well-being. I will combine these findings with questions I will ask students at other universities which do have reading weeks during both semesters. These questions include:

1. Do you find a reading week during the fall to enhance your productivity and time-management throughout the rest of the semester?
2. How do you use the extra free time you are given? Do you take time off to relax, try to get ahead in school or work extra hours at your job to save money for the rest of the school year?
3. Would you recommend that other institutions (like the University of British Columbia) incorporate a reading week in the fall?

**Research Schedule:**

**Upon approval from Dr. Paterson:** Distribute survey link and conduct interviews based on questions in the following survey: https://www.surveymonkey.com/r/96FJ89F

**February 27th, 2016:** Finish collecting data on levels of student stress and financial responsibility, and opinions towards another reading week.

**March 3rd, 2016:** Begin composing the formal report draft

**March 9th, 2016:** Submit formal report draft

**March 14th, 2016:** Put together a peer review for another group member’s formal report draft

**March 15th, 2016:** Incorporate peer feedback I have been given on my formal report draft

**March 24th, 2016:** Conclude surveying

**March 25th, 2016:** Begin compiling the collected research into the report

**April 8th, 2016:** Submit report

Once I have received your feedback, I will begin the first stage of the timeline outlined above. Looking forward to your hearing your thoughts.