**Mid-Year Synopsis (MYS) composition guidelines**

**Purpose:** The MYS serves two main purposes: 1) to report your team’s progress to the program director and HSE staff, 2) to help your team measure its progress against the goals set at the beginning of the year.

**Format:** The MYS can be created using computer tools such as PowerPoint or a word processor; however, the final submission must be as ONE (and only one!) document. (e.g. .ppt, .doc, .pdf)

The document should be “graphics rich”, in other words, more like a well commented album than a report with mostly text.

A limit of 5 pages is suggested.

**Content:** Suggested MYS content sections include the following:

1) Team introduction: introduce your team, team name, mission, purpose, logo, team photo, etc. A sub-section may be used here to recognize people and/or organizations that helped your team in a significant way such as financial sponsors, mentors, partner organizations, etc.

2) Project introduction & summary: What is the problem or purpose to which the project was addressed? What did the team set out to do at the beginning of the year? What were the goals and objectives of the project? Present the project timeline.

3) Team accomplishments to date: tangible results of the team’s work in photos, graphics and text, (examples might include; data that was collected, things that were written and/or published, models that were created, etc.)

4) Roadblocks and solutions: what are the team’s biggest challenges and how are they being met, overcome, or avoided?

5) Student learning: summarize specific things that students learned during the HSE year. Did students: learn to use new software, equipment, or technologies, or use new math/science skills? Student testimonials may be used here.

6) The future: What are the team’s plans for the rest of the year. What will be accomplished by the Expo.

7) Marketing: What are the plans for presenting the work other than at the Expo? Has the team approached (or made plans to approach) any potential sponsors?