**PERSONAL PROJECT CHECKLIST November 2022**

**Name of student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Class: \_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of supervisor:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PERSONAL PROJECT TOPIC: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Please answer the following questions in brief, providing examples/explanations when asked.**

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| --- | --- | --- | --- | --- |
| **Questions** | **Yes** | **No** | **Improvement****Needed/NA** | **Explanation** |
| 1. What is the **learning goal** of my project?
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| 1. Is the goal clearly defined?
 |  |  |  |  |
| 1. What is the **product** of my PP?
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| 1. When do I plan to **finish the product**?
 |  |
| 1. What is the impact of my PP?
 |  |  |  |  |
| 1. Have I made a detailed **action plan?**
 |  |  |  |  |
| 1. Have I made a **weekly plan** for the PP? Until when?
 |  |  |  |  |
| 1. Have I used various sources? How many?
 |  |  |  |  |
| 1. Have I **evaluated the sources**?
 |  |  |  |  |
| 1. Have I devised clear and specific **success criteria** for the PP?
 |  |  |  |  |
| 1. Have I met with my supervisor at least **3 times** so far this term?
 |  |  |  |  |
| 1. Do I keep my PP journal notes on regular basis?
 |  |  |  |  |
| 1. How do I share the PP journal notes with my supervisor?
 |  |  |  |  |
| 1. How do I manage deadlines?
 |  |  |  |  |
| 1. Have my actions followed the action plan for my PP? If not, why not?
 |  |  |  |  |
| 1. Which 3 ATL skills have I applied the most so far? Provide details.
 |  |
| 1. What have I learned about the topic of my PP so far? (min. 3 things)
 |  |
| 1. When are the next 2 meetings with the supervisor? Provide dates.
 |  |
| 1. What do I plan to work on next? When? Name at least 2 things.
 |  |
| 1. How do I assess my work on PP so far? (0-8)
 |  |
| 1. What will I do to improve my progress on PP? Name at least 3 things.
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**Supervisor’s signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**