

# Individual Studies Program (IVSP)

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## *IVSP 317: Progress Report*

The progress report is a written analysis of progress toward completion of degree requirements. This self-analyzing report is required of all Individual Studies students each semester in which they are involved with the program. You should register for IVSP 317 in the semester prior to the semester in which you plan to graduate. It is worth one credit and is based on completion of all semester reports.

IVSP section numbers are available from the IVSP Coordinator. The grading method for IVSP 317 is Satisfactory/Fail.

The report must be submitted to the IVSP Faculty Mentor, with a copy to the IVSP Program Office ([individualstudies@umd.edu](mailto:individualstudies@umd.edu)), by the last day of classes. The format is a short, written reflective paper approximately 3-5 pages in length.

### **Why is IVSP 317 Required?**

IVSP 317 is an integral part of your individualized and independent study. It is a tool to assist you in making connections between classroom work and your experiences in internships, independent study, or personal research. It provides you with a valuable forum for on-going self-evaluation and critical reflection on your experiences.

### **Guidelines:**

You and your Faculty Mentor can decide the substance and format of the report. The following list of questions can help guide your reflection and shape how you approach the report:

1. How were my courses and other learning activities challenging this semester? What did I learn? What did I contribute? What program changes have I requested since my last report or my prospectus?
2. What are the basic questions and issues in my area of study? What am I doing to better understand those questions? What am I doing to answer them? What are the methodologies and ways of looking at things within my field? Have I articulated them? Have I mastered them? What is changing in this area of study? Am I keeping up with new course offerings? Am I keeping up with new and important readings? What questions have fascinated me this semester?
3. What unexpected learning experiences have come my way this semester? How have non-academic experiences (job travel, extra-curricular activity, community service, etc.) impacted on my growth and learning?

4. What about balance? Do I have a good mix of formal course work and independent study? Do I have a good mix of the practical/applied and the theoretical/academic? Am I over-specializing? Am I being too general?
5. Am I taking advantage of resources? Who else is studying/teaching in my subject area? Do I seek them out? What about people outside the University? Have I used my IVSP Coordinator and Advisor effectively? Am I well prepared for whatever meetings we have? Have I found others on-campus and off-campus for the expertise I need?
6. What basic skills useful to my program or my future are challenging for me (e.g., writing speech, statistics, computers, research methods, design, math, etc.)? How will I gain those skills?
7. What type of career explorations have I engaged in this semester? Have I decided what I wish to do? What alternatives should I explore? Have I talked to people working in my field? Have I checked out graduate programs? Have I visited the Career Center? Are there ways I could learn more about some options (an internship, conversations with employers, visits to graduate schools, etc.)?
8. Finally, how do I feel about this past semester? Am I challenging myself? Am I fully utilizing the resources of UMCP? What are my concerns, uncertainties, and fears about my program? What have I learned from my disappointments? What have I enjoyed most about being an Individual Studies major? What have I learned? Not about the subject matter, but about myself, the way I work, what I believe, and where I am heading?