**Endgame To-Do List for IVSP 420 Students:**

1. Make four copies of your final IVSP 420 paper or product.

2. Give one copy to your Faculty Mentor and one copy to the IVSP office (2407 Marie Mount Hall). Check with your Mentor when he or she needs to have the evaluations from the two other faculty members. See how he or she wants the evaluations sent (most are OK with email, but your Mentor may prefer something else).

3. Give copies of your work to the two other faculty members to evaluate. Let them know when the evaluations are due to your Faculty Mentor. The evaluations may be just comments sent in an email (or any other format your Faculty Mentor prefers). Some evaluators write longer comments than others. Your Faculty Mentor may have given you guidelines. The comments are meant not to be grades but rather to help the Faculty Mentor assess the value/quality of the work and to provide helpful suggestions, etc., for you in the future.

4. Then, the Faculty Mentor submits the final grade for the course IVSP 420 (the grade is solely at the Faculty Mentor’s discretion). Your Faculty Mentor also forwards copies of the outside evaluators’ comments along with his or her own final evaluation both to you and also to Dr. Joan Burton ([jburton1@umd.edu](mailto:jburton1@umd.edu)).

5. You should also have all evaluators (Faculty Mentor, two other faculty members) sign a copy of the Evaluation Form, and you must bring (or mail) the signed sheet to the IVSP office at 2407 Marie Mount Hall. The Evaluation Form is available at <http://www.ivsp.umd.edu/forms.html>

6. Just FYI: The grade is due when all grades for the semester are due.

7. Be sure to thank your Faculty Mentor and the other faculty evaluators! A nice note is always appreciated and appropriate! You will also have a wonderful opportunity to thank your Faculty Mentor again at the graduation ceremony (when you may also thank your parents, etc.—you will all have a moment at the podium with your Faculty Mentor).

***Reminder of Overall Requirements:***

IVSP 420 final projects may be papers—significant written works of research and/or analysis.

Other modes of presentation are also possible (a performance, exhibition, or community service project might be appropriate) and should be proposed for prior approval. When such an option is chosen, the student still must write a significant written reflection/analysis of the experience.

The final paper or product will be reviewed by the Faculty Mentor, who has sole responsibility for grading, but must also be evaluated by two other faculty members with expertise in the area of study. These faculty members are selected by the student and Faculty Mentor. Their names are included in the signed proposal. The outside evaluators will send their comments to the Faculty Mentor, who then forwards them along with her or his own evaluation to the student and to the Individual Studies Program Office. The Faculty Mentor may also request that the student formally present the work to the three readers in a forum for discussion. The requirements are largely at the Faculty Mentor’s discretion.