Personal Project Report Checklist

Place a tick (✓) next to each statement, ensuring that your report does adhere to what is set out below:

☐ I have read and, to the best of my ability, addressed the criteria for the report in the Personal Project guide I was given at the start of the academic year.

☐ I have used the four headings “investigating,” “planning,” “taking action” and “reflecting” in the main body of my report. Subheadings are fine but not essential.

☐ I have discussed my Global Context under criterion A, C and D.

☐ I have discussed the relevant skills (ATLs) under criterion A, B, and C.

☐ I have written a report of no more than 3 500 words (excluding cover page, contents, appendices, process journal and references list).

☐ I have a coversheet which has the following information on it:

- My name
- The title of my project
- Word count
- Goal of my project
- School code (001926)
- School name
- The years of the project (2016/2017)
- My supervisor’s name
- My group number

☐ I have completed my academic honesty form (filled it out three times with my supervisor). This will be handed in separately to my report.

☐ I have selected no more than 10 A4 process journal entries which support my project and highlight my use of the ATL skills. This is separate to my report (it may be in a plastic sleeve or just stapled together), and should be clearly titled “Process Journal Entries”.

☐ I have a references list that adheres to the Scotch style of referencing (APA). If unsure, please see staff at the Senior Library who can help you with this, or refer to the Senior Library website: https://my.scotch.wa.edu.au/referencing/.

☐ I have included photographic evidence of my completed product OR my final product if it is small (please talk to your supervisor to see if this applies to you).