



SCARP Research Progress Report - PROJECT

This official document is for the student's SCARP file. It may be used for awards consideration, letters of reference and other academic and professional purposes.

(Please type)

First Name:	Last Name:	Date/Time Field
UBC Student #	Student Email:	Graduate Degree
Entry year (month & year):	Leave of Absence (# of months):	

SECTION A: (To be completed by the student)

Write a narrative on your progress to date on your professional project (Plan 547C) and include the following:

Research Topic:

Major Literature Reviewed - Bibliography (Primary & Secondary):

Professionals & Other Experts/Potential Respondents Contacted:

Milestones (in comment section please add any additional information on your project progress)

Date	Milestone	Comments
	Project Proposal approved & submitted	
	Preliminary Research & Literature Review Completed	
	Project completed, Goals & Objectives Accomplished	
	Submission of Draft Report to Project Supervisor & Second Reader for feedback & revisions	
	Submission of Revised Report to Project Supervisor and Second Reader	
	Approval of Final Report by Project Supervisor & Second Reader	
	Submission of Project Booking Form & Final Signed Reports to SCARP office (seven days before presentation date)	
	Expected month/year of project presentation	
	Expected time of graduation (Spring or Fall)	

Instructions for the student:

When you have completed Section A, save this PDF form and forward it to your Project Supervisor to complete Section B.

SECTION B: Project Supervisor's Comments
1. How often do you meet with the student?
2. When do you expect the project to be submitted (date)?
3. What is your general assessment of the student's progress during the past year?
4. Please provide details on the student's research progress:

Instructions for Project Supervisor:

When you have completed Section B electronically, save this PDF form and meet with the student to discuss the content of the report before signing. Once signed, the student submits the signed report to the SCARP office for final review by the SCARP Master's Chair.

SECTION C: SCARP Master's Chair Advisor Comments
<input type="checkbox"/> Fully Satisfactory Report
<input type="checkbox"/> Unsatisfactory Report (Please indicate what measures have been or will be taken to redress the situation and attach any relevant documents.)
Comments:

Signature Section

Student Signature _____ Date _____

Project Supervisor (Print name) _____ Signature _____ Date _____

Master's Chair Advisor (Print name) _____ Signature _____ Date _____