**Plan for special assignment**

1. **General information**

*This part is filled in the beginning of the work together with the instructor, and approved by the supervisor.*

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| ***Title of the assignment*** |  | | |
| ***Name of the student*** |  | ***Student number*** |  |
| ***E-Mail*** |  | ***Phone number*** |  |
| ***Instructor*** |  | | |
| ***Supervisor*** |  | | |

***Brief description of the work***

*What should be done and how? (A more detailed plan is written on the next page).*

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| ***Start date*** |  | ***Date of completion (planned)*** |  |

***Bachelor’s Thesis*** *(Title, year, type of work, instructor, and supervisor)*

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***Previous and on-going special assignments*** *(Title, year, type of work, instructor, and supervisor)*

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***Approved (signatures)***

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| ***Instructor*** |  | ***Date*** |  |
| ***Supervisor*** |  | ***Date*** |  |

1. **Work plan and learning objectives**

*The student fills this part in the beginning of the work after planning the work with the instructor, and sends it to the supervisor and submits to MyCourses, preferably within first two weeks of the assignment. The purpose of the work plan is to help the student orient to the work. It may change during the work as agreed with the instructor.*

***Work Plan***

**Background and motivation** (What is the background of the work? How does it connect to the past work of the research field / group / instructor / company? Why is it important?)

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**Objectives and scope** (What should you do? What are the most important goals? What topics most likely do not fit within the scope of the work, but may be considered if the time allows?)

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**Structure and schedule** (What are the main parts of the work? How do they connected to each other? What should be ready when (milestones), including the written report? What is still uncertain in the plan?)

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**Methods** (How will you do it? Which methods, tools, databases etc. will you use? What software could you use in the work, analysis and presentation of the data, and writing the report?)

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**Coordination** (With whom and how will you be collaborating in this work? How will you communicate with them? How often will you meet your instructor? How will you exchange and store the results and data?)

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**Utilization of the results** (Who will use the results of the work? How? Will the results be published? How?)

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***Learning objectives***

Based on the feedback from your B.Sc. Thesis, previous assignments and projects, or your own opinion, what are the general “transferable” research and project work skills that you wish to further improve? Discuss with the instructor your experiences for example on communication, time management, data analysis, and scientific writing, or other general skills relevant to this assignment.

**General learning objectives** (transferable skills)

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Discuss your relevant technical or theoretical learning objectives in this work, and describe them briefly below.

**Specific technical and theoretical learning objectives** (lab techniques, instruments, theoretical etc.)

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1. **Review of the work and learning outcomes**

*The student fills this part at the end of the work, and sends it to the supervisor and updates the submission in MyCourses, including also the 1st and 2nd parts. The reviews do not affect the grade, but are part of the completion of the course.*

***Review of the work***

Revisit Part 2 of the plan and compare it briefly with the actual course of the assignment. Was the plan realistic in terms of the goals and the schedule? Did the project fit tin the expected time allocation for a special assignment (10 cr = 270 h)? What challenges did you meet and how did you overcome them? What was most difficult? What was perhaps surprisingly easy? How would remind yourself about this experience in your next project?

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***Review of learning outcomes***

Revisit Part 2 of the plan and reflect on your development about the transferable skills you mentioned there. Which experiences helped you develop those skills further? What was encouraging or supporting? What perhaps less so? What advices would you give to other students if they were in the same situation as you were in the beginning of the project? What further learning goals would you put forward for yourself?

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