

ILP Topics and Timeline

Step 1 Select Your Topic

- A topic in which you have strong interest and passion - preferably related to your professional role

Step 2 Mind Map Your ILP

- Brainstorm and capture your thinking and ideas

Step 3 ILP Proposal

- Write a problem statement
- State the rationale and goals for your project
- Describe the methods you will use and what population your ILP addresses
- Include a tentative time line
- Describe anticipated outcomes
- Attach a preliminary bibliography

Step 4 First Draft/Introductory Pages

- Title page
- Copyright page
- Acknowledgements page — thank all those who assisted and supported you as you worked on your ILP
- Note: some of the introductory pages are done last. See step 11.
- Draft first version of your ILP

Step 5 Problem Statement

- Summarize what led you to this project. End with a question you would like to answer or a statement of the goal of your project

Step 6 Research

- Use research databases and research guides from the Cambridge College Online Library at www.cambridgecollege.edu/library/
- Use an appropriate local academic library
- Use credible web sites
- Do interviews and/or surveys

Step 7 Literature Review

- List the major points you want to make to summarize what is know and not known
- List the authors who have something to say about each major point
- Use the major points as subheadings
- In each major point sub-headed section, discuss what various authors said about that major point
- Conclude with a summary

Step 8 Body of Your ILP

- This is the major component, the “what” of the ILP
- Examples: Curriculum unit, Research study, Creative writing anthology, School restructuring plan
- Think: Order, sequence, flow, clarity
- “Bridge” paragraphs and sections

Step 9 Summary, Discussion and Conclusions

- What were the outcomes of your ILP?
- What did you learn? Discuss your research findings
- Considerations for future research?

Step 10 References Page

- Include only published works specifically cited in the text of your ILP from books, periodicals, web pages
- See “Writing Citations According to APA Style”

Step 11 Last Pieces

- Write a 75-100 word **abstract statement** which describes your ILP and summarizes the results or outcomes in a clear and concise manner
- **Table of contents**
- Attach your **current résumé**
- **Appendix (optional):** supporting documentation such as
- Transcripts of interviews, questionnaires, photos, art work, video (unless it's a link) or audio tapes, computer disks.
Insert copies only; keep your originals!

Step 12 Hand In Your ILP

- Submit your final bound ILP copies (once approved by email) to your faculty advisor, and
- Celebrate!