Fall Project Proposal Assignment

Your primary assignment for the fall term is to develop and present an effective description of your CUIP internship as a project proposal. This handout describes the objective of the assignment and indicates the milestones for completing it.

Objectives
Each of you has accepted an internship project with a campus unit. The goal of this fall assignment is for you to:

• Develop a clear understanding with your mentor and other associates of what the purpose of your internship is, how it relates to the university’s mission, and how its impact can be assessed.
• Develop a project proposal and plan framed as a grant proposal.
• Make a professional presentation to the group about your project.

Milestones
First Draft Project Proposal: Due Monday, November 3rd (Bring paper copy to class for in class peer review on Monday.) Write a description of your project as a grant proposal to allow you to do the project. The Project Proposal should have the following parts:

• Title page and project abstract (cover sheet)
• Project description and impact/needs statement, including the goals and specific objectives of the project.
• Project plan: a plan of activities and a timeline for completing the project.
• Evaluation plan: how do you propose to assess whether the project meets its goals and achieves its objectives?
• Budget summary: what are the resources that must be devoted to your project.

There is a 4 page minimum and 6 page maximum (double, or 1.5 spaced; 10-12 point font) for the body of the proposal (excluding cover sheet and budget summary). Drafts will be submitted through eCommons.

Peer Review Reports: Due Monday, November 3rd. Each of you will review another intern’s project proposal, which should follow the format provided. You should ask your mentor to provide a review report in this format as well. Go to eCommons for posted instruction on uploading your proposal and accessing your partner’s proposal for peer review. Provide your mentor with an additional copy for peer review. If you bring your computer, your partner can type their peer review directly into your ecommons assignment.

Revision of the Project Proposal: Due Monday, November 24th
After you receive the review reports from your peer referee and your mentor, you should revise your proposal.

The final version of your proposal is due at 5 pm on Monday, November 24th. Both your proposal and a description of how you modified the proposal based on peer feedback must be submitted through eCommons in pdf format.

Media Assisted Presentation:
DUE THE WEEK BEFORE PRESENTATION: December 4th (noon), or December 11th (noon). Presentations held on December 8th, or December 15th
Each intern will give a short formal presentation to the class and field questions on their project. The presentation must be assisted by a media presentation. Please dress and speak professionally.