

PROJECT PROPOSAL ASSIGNMENT

A proposal is written in the future tense and summarizes work that will be done. In order for you to get approval for your final project, it must be clearly defined. Do NOT tell us what you're thinking about doing or about ideas you're "kicking around" with your career adviser – the time for all that has passed! We want to know what you've decided to do! Please refer to your course syllabus for the due date of your proposal.

The following points will guide you as you put together your proposal:

- ✚ Clear, concise, and specific language should guide your writing. Use plain language. Don't coin new words in your proposal. Avoid slogans and clichés. Keep adjectives to a minimum and omit flowery description.
- ✚ You should describe the scope of your project and the projected outcome. Limit your proposal to no more than a few paragraphs, one page at most. You can type your proposal in typical essay form, or you may modify it to address each of the requested items separately. The choice is yours.

Your proposal MUST contain the following:

- ✚ A clear statement that explains the project you will pursue
- ✚ An explanation of specific objectives* you hope to achieve
- ✚ An explanation of specific activities* you'll conduct to accomplish your objectives
- ✚ An explanation of what you will include in your Final Project Presentation

*Do not confuse objectives with activities – they are two entirely different things. An objective is what you want to achieve. The activities are the manner in which you go about accomplishing your objectives. If you begin a statement with phrases like *to learn, to increase, to determine, to be able to*, etc. you are most likely talking about objectives. If you use words like *establish, create, build, conduct, perform, research*, etc. you are sure to be talking about activities – not objectives. We cannot observe objectives; we can observe activities.

*** Poorly written and/or incomplete proposals may be returned to you ungraded. Points will be given on re-writes at the teacher's discretion.**