ENGAGED LEARNING FELLOWSHIP

PROJECT TEMPLATE

I. TITLE
Identify your Engaged Learning project by an appropriate, short, succinct name.

II. STATEMENT
In one sentence, clearly state your project so that the reader understands what it is you propose to do. My project is…

III. PURPOSE
In one or two paragraphs, explain the rationale for your project. Explain why it is important, its goals and benefits.

IV. DESCRIPTION
Describe the what – your research, service, internship or creative work – and include all of the following basic information:

- What is it? Who does it? Where is it? etc…
- Who is it for? Name the target population or community of practice of your project. Explain why or how they are involved, including what impact do you hope to make on that community?
- What will you produce? Propose what your final product or paper, report, creative artifact may look like.
- What do you personally hope to gain? Reflect on what you will learn personally; that is, your personal, academic and career goals.
- What has prepared you for your project? Describe your academic training or experience that has led you to this project. Describe how your project is an extension of it and what you will learn as a result.
- What makes your project capstone-level?¹

V. METHODOLOGY
Describe the how of your research, service, internship or creative work. This includes the initial preparatory work to get started and the activity of the project itself.

For example, if your project includes interviewing, surveying or interacting with human participants, your project will need to be reviewed by SMU Research Compliance to determine if you need IRB approval before you start. If your project is primarily research or something you are creating on your own, you will benefit from a literature review or patent search prior to beginning. If your project is

¹ An EL capstone-level project engages the student through a personal effort applying classroom or other SMU-inspired learning to the project. The presentation and summative final product demonstrate the student’s cumulative understanding of interdisciplinary or disciplinary practice that results in unique achievement in research, exploration, creative endeavor or other production.

WHAT IS AN ENGAGED LEARNING FELLOWSHIP?
An Engaged Learning Fellowship (ELF) is a student’s SMU legacy work. The student engages in capstone-level scholarly research, civic engagement, professional internships or other creative activity that intentionally links classroom education with a real world experience.

The student begins an Engaged Learning project as a sophomore or junior and completes it the semester of graduation. SMU records ELF’s on student transcripts.

WHAT IS AN ENGAGED LEARNING PROJECT?
An Engaged Learning (EL) project:
- Is student-driven,
- Identifies project and personal learning goals,
- Impacts specific needs of a target population or community of practice
  - Target population = people in a community served by the project, such as school children, patients, customers
  - Community of practice = group of people engaged around a common interest, such as the research or arts communities

The EL project includes four parts:
1. Developing the proposal;
2. Performing the activity;
3. Presenting the project findings in a public forum;
4. Summarizing the project in a research paper, project report or other creative artifact.

WHAT CONSTITUTES A SUCCESSFUL PROPOSAL?
A successful ELF proposal is a well-articulated project description that includes eight items of information: title, statement, purpose, description with goals, methodology, timeline, bibliography, and mentor approval. A successful ELF proposal is developed with mentor input.

Projects that require interaction with human participants in any way (surveys, interviews, studies, etc.) will be subject to IRB oversight. A successful ELF proposal reflects knowledge of the importance of IRB protocol and includes IRB approval timing in its timeline.

A successful ELF proposal uses this template as a guideline for writing the proposal or follows appropriate research proposal guidelines for a specific field of study. In the case of the latter, all eight items in the template are included.
community volunteering or an internship, you will have to secure a placement first. Then
determine the methods you will use to complete your project.

Include potential challenges you might encounter and how you may be able to manage them.

For your final product to be considered for publication, ensure that your methodology includes
best practices in the ethics, privacy of others, intellectual property, and publishing standards for
your discipline. For more complete information, see Resources on Application page.

VI. TIMELINE
Develop a project management calendar that includes all phases of the project: proposal,
participation in the project itself, presentation and turning in your final product. List each phase
with approximate dates and fill in the steps you will take during the phase. Your project begins
upon approval of your proposal and ends the semester of graduation. Include Engaged Learning
dates for the presentation and turning in your final product.

VII. BIBLIOGRAPHY
List sources of information you used to research your project in its development and will be used
in its realization.

VIII. MENTOR STATEMENT AND SIGNATURE
Ask your mentor to indicate on your proposal that s/he has read and approved your proposal for
submission to Engaged Learning. This can be done as a signature with the following statement, “I
have reviewed and approve this proposal” on the first page of your proposal or in an email to
engagedlearning@smu.edu.

Steps of How to Apply – only online applications accepted!
1. Review and prepare all parts of the application: proposal, funding request, mentor recommendation
letter and agency letter, if applicable.
2. Go to http://www.smu.edu/Provost/EngagedLearning/APPLICATION - click Apply Now.
3. Upload your proposal.
4. Upload all other documents: funding request, mentor recommendation letter and agency letter
5. Click submit.