

ENGAGED LEARNING FELLOWSHIP

PROPOSAL GUIDELINES

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.

An ELF project:

- Is student-driven
- Identifies project and personal learning goals
- Impacts specific needs of a target population or community of practice

ELF projects include four parts:

- Developing the proposal
- Performing the activity
- Presenting the project findings in a public forum
- Summarizing the project in a research paper, project report or other creative artifact.

How do I create a successful proposal?

- Write a well-articulated project description following the outline below
- Seek input from your mentor
- Talk to current ELF's

Engaged Learning Fellowship Proposal Template

TITLE

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

STATEMENT

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

PURPOSE

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

DESCRIPTION

Describe (in paragraph form) 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?
- Who is it for?
- What will you produce?
- What do you personally hope to gain from this experience?
- What has prepared you for your project (academically, life experience)?
- What makes your project capstone-level?

METHODOLOGY

Describe the *how* of your research, service, internship or creative work.

- Preparatory work:
 - Literature review
 - Previous experiments
 - Placement in a host organization
 - etc.
- During the project
 - Methods
 - Potential challenges
 - Ethical considerations: privacy, intellectual property, etc.

TIMELINE

Develop a project management calendar with approximate dates for all phases of the project:

- Proposal and preparation
- The project itself
- Public presentation

Your project begins upon approval of your proposal and ends the semester of graduation.

BIBLIOGRAPHY

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

MENTOR 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