PROJECT TERMS and PROPOSAL FORMAT

WHAT IS A SMU ENGAGED LEARNING PROJECT?

An Engaged Learning project is capstone-level[1] student-driven research, civic engagement, professional internship or creative work that has distinct project and personal learning goals. The project impacts specific needs of a target population or community of practice beyond the SMU classroom.

- *Target population - -group of people who are served by a host agency or organization outside of SMU.*

- *Community of practice - group of individuals engaged around a common interest, such as the research and the arts community.*

An Engaged Learning project has four parts: (1) developing the proposal; (2) performing the activity through a personal effort; (3) presenting the project findings in a public forum; (4) summarizing the achievements of the project in a research paper, project report or other creative artifact.

WHAT IS INCLUDED IN AN ENGAGED LEARNING PROPOSAL?

The Engaged Learning proposal is a well-articulated description of the project from beginning to end. It includes the project's title, statement and purpose, full description with goals, methodology, timeline and bibliography.

In the Engaged Learning Proposal Format section below, you will find the key pieces of information that you will need to address in your proposal.

Develop your proposal[2] with your mentor's input. Have your mentor review and approve it prior to submission.

ENGAGED LEARNING PROPOSAL FORMAT

I.   TITLE

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

II.   STATEMENT

Develop a one sentence statement that clearly states what your project is.

III.   PURPOSE

Develop a one paragraph statement that explains the rationale for your project, the **why** of it as well as its end goal/s and its benefits.

(see next page)

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[1] Capstone-level project: The student engages in the proposed activity through a personal effort, applying academic learning to the project through a cumulative understanding of interdisciplinary or disciplinary practice and produces a record or artifact showing some original achievement in research, synthesis, creative endeavor, exploration or other production. This definition is in line with the capstone goals of the SMU University Curriculum.

[2] If you are proposing a research project, follow the appropriate research proposal guidelines for your field of study. Make sure you include the key items above.

IV. DESCRIPTION

Describe the **what** – your research, service, internship or creative work – and include, at a minimum, the following basic information:

- **What is it? Who is 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 as well as the impact that you hope to make.

- **What has prepared you for this work?** Describe your academic training or SMU experience that has led you to this project and how your project is an extension of it.

- **What will you produce?** Propose what your final paper, report, creative artifact may look like.

- **What do you personally hope to gain?** Reflect on your personal, academic and career goals.

V. METHODOLOGY

Describe the **how** of your research, service, internship or creative work. Include potential challenges you might encounter and how you may be able to manage them.

For your paper to be considered for publication, ensure that your methodology includes following best practices in the ethical use of information, including the intellectual property and privacy of others. For more complete information, see Resources on Application page.

VI. TIMELINE

Develop a project calendar that includes all phases of the project. Your project begins when you turn in your proposal to Engaged Learning. Your project ends when you turn in your final product to Engaged Learning. In the middle part list the phases, steps, parts of your project and when they will happen.

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

1. Submit an online application through Engaged Learning - http://www.smu.edu/Provost/EngagedLearning/APPLICATION - click Apply Now.
2. Upload your proposal.
3. Upload all other documents: funding request, mentor recommendation letterand agency letter, if applicable).
4. Click submit.