Purpose Statement – Preliminary Research – Proposal Meeting – Project Acceptance

TAGOS Leadership Academy – Project Proposal Guide Form

Follow this guide as you write the proposal for your next project (minimum of 50 hours). Remember that a thorough, detailed proposal will lead not only to approval by the advisors but to a successful project. This process has been established to assure strong student projects that are rigorous, relevant, worthwhile, and have purpose.

1. Write a **Project Purpose Statement** in a narrative style explaining your project topic and why you want to study it. Include how this topic benefits you: How does it help to achieve short-term and long-term goals (credit/graduation)? What standards will it meet? On what skill(s) will you focus during the process (see Rubric)?

* 50 – 100 Words, 12-point font (Times New Roman) and double-spaced.
* Submit to advisor for approval.

How much time did this take you? \_\_\_\_\_\_\_ hours

I have read and discussed the Rationale behind this project topic, and I approve further study.

Advisor Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Complete five to ten hours of **Preliminary Research**.
2. Read at least one general overview of your topic to gain broad-scale understanding.

\*Try an Encyclopedia or Wikipedia’s Website

b. Create a web of subtopics, related issues, causes/effects, etc.

\*Graphic Organizers, use Inspiration

c. Generate a list of open ended questions that will guide further research.

d. Gather a list of relevant resources and the resources themselves.

\*You MUST have a live resource.

\*Best Research will be completed, when entire books are read regarding a topic.

Notice: Preliminary Research Time Awarded upon Completion of Project for Credit.

1. Schedule and Prepare for a **Proposal Meeting** with your project team (2 advisors).
2. Have all projects forms in a binder for only the project at hand including: Project Proposal Guide, Rationale, Project Checklist, Performance Rubric, and Project Time Log.
3. Organize Preliminary Research; bring gathered sources.
4. Bring ideas for primary resources (experts, field trips, etc.)
5. Bring ideas for activities that might be a part of your project process.

Project Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Credits Proposed \_\_\_\_\_\_\_\_\_\_\_ Proposed length of project \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Primary Advisor Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Second Advisor Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Upon **Project Acceptance** Enter Information in **Project Foundry**

Adapted From Valley New School (8/09)