Sociology, Anthropology, and Human Services Co-op

Experiential Co-op Proposal Guidelines

Your Experiential Co-op Proposal should contain the following:

**Project Overview and Significance:** Provide a brief overview of the entire project. Explain why the project is important to you, both in terms of learning about your discipline and in terms of learning about yourself or developing specific individual skills.

**Project Goals:** What, specifically, will you accomplish? Please quantify your goals whenever possible.

**Project Methodology:** How will you accomplish your goals? What methods or processes will you use to complete this project?

**Project Timeline/Milestones:** When will you achieve your goals? Please provide a weekly timeline of what will be worked on or a list of monthly milestones with which you can measure your progress.

**Project Resources/Requirements:** What will you need to complete this project, logistically? Where will you do it? Will you report to or collaborate with anyone? Do you need special materials or hardware? Do you need to travel? How will you arrange/pay for this?

**Project Deliverables:** What is the tangible evidence of your goals being met? What will you produce and hand in at the end of the project?

In order to adequately answer these questions, your proposal should be about 2-5 pages in length. Please note that it is very common that a student will have to revise their experiential proposal a few times before receiving approval for the project. And remember, this is a plan, so your phrasing should be definitive (“I will”, not “I would like to”) in stating your goals. There is no expectation that your Experiential Co-op will go exactly as planned, but if you don’t have a clear and specific plan to work with, you won’t know where to start or have anything to which you can compare and evaluate your progress.