Faculty Coordinator Project Outline & Guidelines

Project Guidelines:
Students are responsible for contacting their Faculty Project Coordinator and maintaining contact throughout the semester. Seek out your Career Services Advisor immediately if you are having difficulty establishing contact with the assigned Faculty Project Coordinator. In addition, Career Services encourages students to remember that all assignments will be reviewed and graded based on content, writing structure, grammar and punctuation. Cited appropriately.

Discuss this outline with your Faculty Project Coordinator, who must approve it before you begin your project. Students and Faculty Project Coordinators are required to meet at least once during the course of the semester to agree upon a project.

Project: ____ Journal ____ Research Paper ____ Site Project ____ Portfolio

Title/Topic: _____

Length: _____

Specific Requirements: _____

A **Journal,** *providing detailed documentation of activities completed at the work site. Include observations and insight of workplace issues and reflection of learning/accomplishments. Relate practical experience with relevant coursework.*

A **Research Paper***, reflecting relevant internship site-based information, fully cited with the length determined by the number of registered credits.*

A **Field Site Project,** *based on a special project or research conducted on behalf of the employer during the semester, submitted with a thorough review of student's learning/ accomplishments.*

An organized **Portfolio***, containing writing samples or art work completed during the internship semester. It is suggested that if a student and Faculty Project Coordinator agree upon this project, a final meeting should be arranged to discuss the portfolio in greater detail.*

Suggested project length: 1 Credit = 3 pages 2 Credits = 3-5 pages 3 Credits = 5-7 pages 4 Credits = 7-10 pages 5 Credits = 10-12 pages 6 Credits = 12-15 pages

Student: _____

Faculty Project Coordinator: _____