



SKIDMORE SUMMER EXPERIENCE FUND

Independent Project Proposal Template

Proposal Introduction:

Compose a clear and specific proposal introduction of what you will be working on during the independent project this summer. Include detailed description of **project objectives**, **key contacts** you will work with and **key learnings**.

Communication Plan: Explain how you will schedule and conduct weekly check ins/updates with your faculty supervisor.

Example: "Weekly communication with my faculty supervisor will include informal emails, as well as meeting virtually every Tuesday at 4:30pm via Zoom."

Proposed Timeline:

- Include details of **estimated time commitment**. *Example: "Overall time commitment is estimated at a total of 30 hours per week over a 7 week period. This assumes 10 hours per week spent on..."*
- Separate into **Phases of completion** if applicable.
- Include **project milestones** and **estimated dates** of completion.
- Every phase or milestone should be **explained in a short paragraph each**.
- **Scaffold** your plans to support the goals/outcomes you identify.

Example:

"Phase 1: Data Collection (First 6 weeks, May 28-July 6)

During the beginning of this phase, I plan to spend two weeks finalizing our research objectives and questions with my teammates. We would evaluate existing papers on the topic, prepare research tools (questionnaires, interview guides etc.) and obtain permissions from the local authority. After that we will start the initial fieldwork by doing ethnographic research and gathering secondary data in selected neighborhoods, garment factories, and construction sites. We plan to have an intensive data collection phase where we conduct in-depth interviews and surveys with the target population. At this point, our advisors will be working directly with regular meetings."

Deliverable(s):

- Descriptive narrative or bulleted points with explanations of the presentation, research, exhibition, paper, etc. that will be provided at the end of your experience.

Example:

"Project Deliverables:

- *Comprehensive market research report*
- *Detailed app design document*
- *Fully functional College Mart app*
- *Marketing and promotional materials*
- *Post-launch evaluation report"*