

THE UNIVERSITY OF TEXAS AT AUSTIN  
SCHOOL OF INFORMATION

PROPOSAL FOR INF 388L  
PROFESSIONAL EXPERIENCE & PROJECT

**STUDENT INFO**

Student Name: \_\_\_\_\_ UT EID: \_\_\_\_\_

Student email address: \_\_\_\_\_

Estimated graduation date: \_\_\_\_\_

Capstone course instructor: \_\_\_\_\_

Brief proposal title: \_\_\_\_\_

**SPONSORING ORGANIZATION INFO**

Field supervisor name: \_\_\_\_\_

Field supervisor title: \_\_\_\_\_

Supervisor email: \_\_\_\_\_ phone: \_\_\_\_\_

Organization name: \_\_\_\_\_

Address: \_\_\_\_\_

Web site: \_\_\_\_\_

## **PROPOSAL**

State: (1) a clearly stated objective and an overall description of the work to be performed; (2) a set of work activities, or the tasks you will complete on the way to the final deliverable, including methods as appropriate (e.g., focus group interviews, database searches, prototyping, experimentation, use of testbenches, or surveys); (3) a list of deliverables or outcomes, the expected culminating products of your work; (4) the criteria for evaluation of your work (e.g., on-time delivery, working functionality, thoroughness of research, responsiveness to others, or actionable recommendations); (5) a preliminary schedule with tasks and dates of completion; (6) work expectations (e.g., on-site attendance, meeting attendance, dress, availability, or social media protocol); (7) methods for monitoring project progress (e.g., weekly meetings with your supervisor, routine presentations, or regular emails to the department); (8) a set of learning objectives that specify what you will gain from this work, as in skills you will hone or knowledge you will gain; and (9) an explanation of how the project fits into your education (with courses specified). (Attach additional sheet if necessary.)

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Student Signature

Date