

**PROPOSAL FOR INF 388L PROFESSIONAL EXPERIENCE & PROJECT**

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| **Student Information** | |
| **Name:** | |
| **Email:** | |
| **UT EID:** | **Graduation Date:** |
| **Capstone Course Instructor:** | |
| **Brief Proposal Title:** | |

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| **Sponsoring Organization Information** | |
| **Field Supervisor Name:** | |
| **Field Supervisor Title:** | |
| **Email:** | **Phone:** |
| **Organization Name:** | |
| **Address:** | |
| **Website:** | |

## Proposal Sections

The student’s PEP project proposal must include the following sections:

1. **Project Objective**: Clearly state project’s objective and describe the work to be performed.
2. **Project Activities and Methods:** List the work activities or tasks you will complete on the way to the final deliverable, including methods as appropriate.
3. **Project Deliverables:** List the expected culminating products of your work.
4. **Criteria for Evaluation:** State the criteria for evaluating your work (e.g., on-time delivery, working functionality, thoroughness of research, responsiveness to others, or actionable recommendations).
5. **Preliminary Schedule:** Outline your schedule with tasks and dates of completion.
6. **Work Expectations:** List your work expectations (e.g., on-site attendance, meeting attendance, dress, availability, or social media protocol).
7. **Monitoring & Evaluating Student Progress:** Describe how progress will be monitored (e.g., weekly meetings with your supervisor, routine presentations, or regular emails to the department).
8. **Specific Learning Objectives**: Outline 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).
9. **Fit with My Education:** Explain how the project fits into your education (with courses specified).

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EXAMPLE

**1. Project Objective**

I am going to create a database to store and make accessible information regarding Texas butterfly specimens for [organization]. Currently, the 250 butterfly specimens are only available in display cases in Remote Library Branch. This project will determine a consistent means of cataloging the specimens and will provide access to this metadata via a database. Enabling online access to butterfly metadata will increase awareness and use of this collection for research, teaching, and hobbyist purposes, outcomes that [organization] values highly.

**2. Project Activities and Methods**

I will undertake the following tasks:

* + Review specimen collection and existing descriptive information.
  + Interview stakeholders (library staff, zoology professors and students, members of the Austin butterfly collecting club) to determine access requirements to the collection.
  + Conduct subject research on butterfly collecting and morphology.
  + Develop metadata schema based on specimen and metadata review, stakeholder interviews, and subject research.
  + Conduct review of metadata schema with project stakeholders.
  + Implement metadata schema in database.
  + Develop instructions for cataloging specimens with database.
  + Review instructions with project stakeholders.
  + Use specimen review, stakeholder interviews, and subject research to develop functional requirements for Web site to provide access to the database.

**3. Project Deliverables**

I will produce the following deliverables:

* A metadata schema for the Texas butterfly specimen collections.
* A database that implements this metadata schema.
* Cataloging instructions for generating metadata about each butterfly specimen.
* A set of functional requirements for a Web site to provide access to the database.

**4. Criteria for Evaluation**

The field supervisor will evaluate my deliverable based on:

* Comprehensiveness of the schema. For example, does it include all specimens in the collection?
* Ease of use. Does the schema make sense, and is the database easy to use?
* Clarity of instructions. Will future workers be able to generate metadata easily?
* Appropriateness of requirements. Are the requirements reasonable and achievable?

**5. Preliminary Schedule**

Although unforeseen events may alter our plans, my field supervisor and I propose this preliminary schedule. I will contact them immediately if work falls significantly off this schedule. I will complete the metadata schema in March, 2015; complete the database in April, 2015, and complete cataloging instructions and Web site functional requirements in May, 2015.

EXAMPLE

**6. Work Expectations**

EXAMPLE

* + All work will be done at the [name place].
  + The database and the Web site will reside at [name place].
  + I will not require desk space at [organization].
  + For the purposes of this project, I will be considered a volunteer.
  + I will come to [organization] for meetings as the field supervisor and I deem necessary.
  + The project will end [last INF388L class day of semester].

**7. Monitoring and Evaluating Student Progress**

* + I will email the field supervisor once a week to report progress.
  + I will meet them bi-weekly to discuss progress and resolve any emerging issues.
  + Changes to this statement of work will be approved by them and you.
  + They will complete a final evaluation form that I will supply from the class.
  + You have the final approval of credit or no credit for this project.

**8. Specific Learning Objectives**

EXAMPLE

At the conclusion of this project, I will have:

* + developed user interviewing skills
  + translated my existing conceptual understanding of knowledge representation to a specific practical problem
  + strengthened my existing data modeling skills
  + built on my existing database implementation skills
  + developed skills in writing clear, complete cataloging guidelines
  + developed skills in writing requirements documents that mediate between user and developer perspectives

**9. Fit with My Education**

This project is a good fit with my courses in organizing information (384C), collection management (384D), and databases (385M), as well as with my less extensive work in archives (389C) and usability (385P). It brings together across these classes knowledge and skills that I have gained, but that I have yet to employ in consort in a real-world project.

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| **Student Signature Date** |