



V i r g i n i a C o m m o n w e a l t h U n i v e r s i t y

Ph.D. in Education
PROPOSAL FOR CO-CURRICULAR ACTIVITY

All proposals for co-curricular activities must be approved by the Ph.D. Program Director, as well as the advisor and faculty mentor prior to the semester in which the co-curricular activity will begin.

Student Name: _____

Semester: _____ Number of Credits (if relevant): _____

Student Signature and date: _____

Instructions to Faculty Mentor: Please indicate the requirements the student must meet in order to to receive credit for completing a co-curricular activity and/or earn the assigned credit hours (if completing this as part of an independent study or course requirement).

Faculty Mentor/Advisor: _____
(signature) (date)

Instructions to Student: Please attach to this form a brief description of your proposed work to meet one co-curricular activity which includes the following:

- 1. Co-curricular activity overview: what is the co-curricular requirement area (presentation/grant proposal/research/teaching, etc.) you are planning to address and how it is relevant to your long range career goals and/or learning needs?
2. Product: what products (interim & final) will you generate as part of this co-curricular activity?
3. Tasks & Timeline: what are the major tasks & timelines for completion of this project? If you will not be completing all components of the product, for which will you be primarily responsible? For example, a student will probably not be responsible for writing and submitting a complete proposal for federal grant funding, but might be responsible for a component of the narrative and/or procedures?
4. Evaluation: how will your work in this co-curricular activity be evaluated and by whom? How will you document that evaluation?

If this proposal for a co-curricular activity is in the area of research skills, the proposal must specify how the student will gain experience in one or more aspects of conducting a research project, including conceptualization of the question, research design, data collection, data analysis, and dissemination of findings.