

**Capital High School Culminating Project
Project Proposal Form**

Student Name _____ **Date** _____
Grade _____ **Student #** _____
CP Supervisor _____ **Start Date** _____
Field Expert (Optional) _____ **Finish Date** _____

This proposal will be word processed in a maximum of 2 pages using 12 point font that is not bold. You must address each of the following points. Be sure to label each section. You will attach this sheet to your completed proposal.

1. Topic Selection (Description of the area of interest for your project, why you chose this area to focus on, your background in this area, why this project will be meaningful.)

2. Project Description (Describe your project by addressing these questions: What will you specifically be learning? What research or learning will you need to accomplish your goals? Will you be using a field expert, and if so, how will that person assist you?)

3. Resources (Including facilities, materials, field experts (mentors), etc.)

4. Specific Learning Goals and Essential Questions for Investigation: (What will you be trying to learn through the completion of this project and what knowledge will you need to seek out in order to do so?)

5. What will your project end result be? (What will be the product of your research and learning? Describe how you will determine whether your project was a success.)

6. Preliminary Action Plan (List major steps to complete your project and targeted completion dates for those steps.)

7. How much time (in hours) do you estimate you will spend on this project? (Break it down into how much for research, how much for documentation or journal-keeping, how much for the product completion, etc. A minimum of 30 hours must be completed)

8. Estimated expenses (Identify possible expenses and how they will be covered. Keep in mind the suggested spending limit.)

Field expert (Optional)

Will you be using a field expert for this project? YES NO (Choose one)

If yes, have you made contact with potential field experts or do you have anyone in mind?

(Specify who, if possible) _____

Signatures:

Student proposing the project plan: _____

Parent/Guardian: I support my child's culminating project plan _____

Risk Manager (if needed): _____ Date _____

CP Supervisor: I have reviewed this plan and it DOES/DOES NOT (choose one) meet the criteria required for the Culminating Project as outlined in the handbook.

Signature _____ Date _____

COMPONENT 1: Project Proposal Form – SCORING RUBRIC

Student Name _____ Student # _____

Project Title _____

CP Supervisor _____ Date _____

Instructions: For each of the traits listed in the left hand column, circle the appropriate box that describes the student’s work. If any trait receives a No, the student must re-do before a final score is given. If all traits meet standard, this component has been successfully completed.

Traits

Legibility	Form is word processed.	YES	NO
Grammar	Form is free of significant errors in spelling or grammar.	YES	NO
Content	Form addresses all required content areas.	YES	NO
Feasibility	Project seems achievable in the given timeline.	YES	NO
Planning	It seems clear that the student has done adequate pre-project planning	YES	NO
Budget	Form details realistic expenditures.	YES	NO
Forms	All required forms and signatures have been included.	YES	NO

