Proposal for
Digital Studies Portfolio Practicum

Student Name: ___________________________ UT EID: ___________

Student email address: ___________________________

Estimated graduation date: ___________________________

Practicum course number and title: ___________________________

Brief proposal title: ___________________________

Practicum Supervisor/Instructor name and title: ___________________________

Practicum Supervisor/Instructor email: ___________________________

On a separate sheet, please state: (1) a clear 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).

______________________________________________________
Student Signature                                  Date

______________________________________________________
Supervisor Signature                               Date