

SKHS Graduate Program



KHS 898 Project Proposal Form

Date of Meeting: _____

Student Name: _____

Student ID Number: _____

Meeting was held for the purpose of: (circle one)

1st Meeting

- present KHS 898 project proposal
- constructive feedback from Project Advisory Committee
- deliverables of project and due date(s) determined
- file KHS 898 project proposal

Additional Meeting(s)

- consultation
- submit revised proposal

Project Proposal Approved for Final Submission YES ☐ NO ☐ Due Date: _____
Additional meeting required: YES ☐ NO ☐

Summary of items discussed (including deliverables and due date(s)) and any actions to be taken:

Project Advisory Committee members (at least one SKHS faculty member) present:

Committee member 1: _____ Signature: _____

Committee member 2: _____ Signature: _____

Student: _____ Signature: _____

Students should not commence work on the KHS 898 project until their proposal has been reviewed and approved the Project Advisory Committee.

The Project Proposal must be a formal document (power point slides are inappropriate). The Student must submit the Project Proposal to their Project Advisory Committee for review at least **five (5) working days prior to the Project Proposal meeting**. This Form should be used to record each meeting and is to be signed by the Committee members, and Student. The Student may request subsequent meetings and/or request additional access to their Committee following the initial meeting to receive ongoing guidance. These meetings may occur via telephone, email or at a formal meeting. All communications should be documented using this Form. The Committee is to submit each signed Form to the SKHS Graduate Program Coordinator for recording and filing. A new Form should be submitted for each successive meeting. The student is responsible for providing a PDF or WORD version of their final APPROVED project proposal to the SKHS Graduate Program Coordinator for recording and filing in their SKHS graduate student file.