SKHS Graduate Program

KHS 898 Project Proposal Form

Date of Meeting: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Advisory Committee Member #1 Name/Email: Student ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student EMail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Advisory Committee Member #2 Name/Email: ­

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

***1st Meeting*** ***Additional Meeting(s)***

- present KHS 898 project proposal - consultation

- constructive feedback from Project Advisory Committee - submit revised proposal

- deliverables of project and due date(s) determined

- file KHS 898 project 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 Assistant 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 Assistant for recording and filing in their SKHS graduate student file.