

## **Checklist**

*Electronic copies of these forms are available on the Defiance College website, McMaster School tab. If you have difficulty locating it please contact Rena Rager at 419-783-2552 or [rrager@defiance.edu](mailto:rrager@defiance.edu).*

- **STEP 1** - Meet with the current McMaster Fellow(s) leading the learning community that you are interested in. Discuss community needs and potential project ideas.
  
- **STEP 2** - Complete a rough draft of your proposal according to the guidelines on the application form and with the guidance of the McMaster Fellow you will be working within the learning community. Answer the questions prompted by the application form clearly and concisely. **Be sure to include the proposal cover sheet with accurate contact information.**
  - Part ONE
    - Project Rationale
    - Project Abstract
  - Part TWO
    - Literature Review – include a bibliography and appropriate documentation of all resources throughout this part of the application
    - Methodology – protocols
    - Project Outcome
  - Part THREE
    - Goals
    - Skills and Expertise
    - References – request references from the McMaster Fellow you have been working with, a professor you have had for class in your major and one other faculty, staff, or administrator on campus or other individual as specified on the application
  - Part FOUR – **Returning Scholars Only**
    - McMaster Certificate Application

Proposal writing instructions:

1. Write in first person, present tense.
  2. Follow conventions of grammar, spelling and syntax.
  3. Use APA style for citations and references. (APA style guide is in the Pilgrim Library and there are plenty of resources on-line.)
  4. PROOF your final copy, including spell check.
- **STEP 3** - Submit a draft of your proposal to the McMaster Fellow with whom you will work for his/her review.

- **STEP 4** – Submit Final proposal as a Word document email attachment to Rena Rager, Administrative Assistant, McMaster School, [rrager@defiance.edu](mailto:rrager@defiance.edu) by 4:00 pm FRIDAY, SEPTEMBER 29, 2017.

## **Application**

### **McMaster School for Advancing Humanity – Goals**

Successful projects clearly address the goals of the McMaster School, which are

1. To critically examine the root causes of human suffering through community-based research that addresses systemic factors that impede human progress;
2. To give students the knowledge and capacities to be active world citizens and to view themselves as members of the world community;
3. To contribute actively through sponsored scholarship and service to the improvement of the human condition worldwide;
4. To exchange, create, and disseminate knowledge about successful models of active citizenship and public service; and
5. To create at Defiance College one of the nation’s premier undergraduate educational programs with a focus on scholarship and service, with a special emphasis on developing an innovative approach to teaching.

***Please use this format for your proposal. All proposals MUST be submitted as a Word document email attachment to [rrager@defiance.edu](mailto:rrager@defiance.edu). Any proposal received after 4:00 p.m. on FRIDAY, SEPTEMBER 29, 2017 will NOT be considered.***

### **PROPOSAL COVER SHEET**

**Name:**

**DC Email:**

**Major:**

**Projected graduation date:**

**Telephone number:** (number where you are most easily reached)

**Mailing Address:**

**Summer Contact Information:** (if different from above)

**PART ONE****• Project Abstract:**

Provide a clear and concise summary of your project (max 200 words) that includes the following information.

- (1) the problem/ issue being addressed by your project;
- (2) a brief description of what you are proposing to do;
- (3) the community partner who will be involved with your project;
- (4) the expected outcome of your project.

**• Project Rationale:**

Explain why your project is important to the community you will be working with.

- (1) Clearly articulate the expressed community need.

**PART TWO****• Literature Review:**

(1) Provide a context for your project that clearly evidences that you conducted *preliminary* research relative to

- (a) the location of the project;
- (b) the disciplinary focus of the project.

(2) Define the problem being addressed and include

- (a) an overview of scholarly literature relative to the problem;
- (b) a description of how your project could impact the problem.

**NOTE: Include a bibliography and appropriate documentation of all resources.**

**• Methodology:**

(1) Describe what you intend to do

- (a) pre-trip - to prepare for the on-site implementation of your project;
- (b) on-site - specifically how you foresee your project being implemented on the ground and identify the community partners you will be working with;
- (c) post trip - including any analysis, product creation, or reflection.

(2) Provide a preliminary budget specifically relative to equipment, materials, printing, translation fees, etc. that you will need to implement your project. **DO NOT** include travel costs.

**• Project Outcome:**

(1) Provide a description of the final product, report, workshop, training, etc. that will be provided to the community partner.

(2) Provide information that would help the reviewer to understand the identified potential impact that this project would have on the community.

**PART THREE****• Goals**

- (1) Explain how this project contributes to your academic, personal and professional goals.
- (2) Describe what you expect to learn and gain from this experience.

**• Skills and Expertise**

- (1) Provide information about your skills, coursework, training, experience and expertise as they relate to your ability to do the project.

**• References: (Use attached Reference Forms)**

Provide to the McMaster Office 3 complete references – ***one each from***

- (1) the McMaster Fellow you will be working with if you are accepted as a McMaster Scholar
- (2) a professor in your major/discipline
- (3) a faculty, staff, or administrator at Defiance College, or any other individual qualified to comment on your suitability for this project.

**References must be submitted by the Fellow, Professor, Faculty, Staff or Administrator in sealed envelopes.**

**PART FOUR - FOR RETURNING SCHOLARS ONLY:**

Please attach your completed McMaster Certificate Application.

***Note: Selection of McMaster Scholars will be based on***

- (1) the application submitted;*
- (2) the priority and logistical feasibility of the project; and*
- (3) the references submitted on behalf of the Scholar applicant.*