

## Semester in the City (SITC) Special Project Proposal Overview & Template

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### Overview

Special Projects present a unique learning opportunity for SITC Fellows. It allows for growth in broad professional skill sets (goal setting, work planning, project management) as well as specific knowledge and expertise.

For organizations, they present an opportunity to tackle a “wish list” item, gain greater insight on a strategic or programmatic questions, improve structures or systems, or offer an additional service to constituents.

Our college partners are also very interested in Special Projects -- they provide a concrete opportunity to evaluate growth, learning and student capabilities. They are an important bridge in our efforts to normalize college credit for internships as well as an avenue for students to learn transferable skills that will benefit the broader college/university community.

This document will be reviewed by the Mentor, Fellow and College for Social Innovation (CfSI) Program Director for Internships at the end of the third program week (second week of internships). With feedback from the Mentor and Program Director for Internship, the Fellow will edit and finalize this document by the end of the fourth program week (third week of internships). After that, the document will serve as a guide and workplan for the remainder of the term.

### Special Project Criteria

Fellows must spend at least 40% of their time on a special project that meets the following criteria:

- Project meets a real need for the organization -- not just “make work”
- Fellow takes the **lead** in planning and implementation
- Fellow has an opportunity for real responsibility, real success and real failure
- Project goals and objectives are clearly articulated
- Produces a product/deliverable that can be evaluated by both the Mentor and a member of the CfSI staff team to assist with cross-cohort grade parity for the internship portion.

### Notes on Special Projects

With the approval of the CfSI Program Director for Internships, the following are permissible:

- 2-3 smaller projects that each, individually, meet the criteria for special projects
- A special project different from those submitted in the host application that is of interest to both the Fellow and host organization.

If you are confused about how to answer any of the sections, there is a completed example at the end of the document!

**Need ideas? See the SITC Internship Syllabus (available on Schoology) for examples of past successful projects!**

## Project Deliverables & Grading

- ❑ Special Project Proposal DRAFT (Due 9/21)
- ❑ Final Special Project Proposal (Due 9/28)
- ❑ Special Project Mid-Term Reflection & Progress Update (Due 10/14)
- ❑ Implementation & Final Product (Due date dictated by Special Project Proposal Workplan)
- ❑ Special Project Presentation (Due 11/29 for in class delivery 11/30)
- ❑ Special Project Final Reflection (Due 12/7)

## Special Project Categories

The following is a list of special projects that have been successful in the past, particularly when Fellows have worked closely with mentors to create a focus and scope for the project that meets both the Fellows' learning needs and the needs of the organization.

- **Strategic Project:** Fellow develops and implements a particular strategy that is self-contained, but supports the broader goals of the organization.
  - E.g.: Launch a new Spanish language newsletter to increase outreach to latinx communities for Union Capital Boston. Create and implement a strategy to recruit 25 new volunteers from Boston University for a day of service; report on outcomes in brief write up.
- **Event Planning:** Fellow designs, organizes, and leads their own event (not regular or annual)
  - *Example: Put on the first Assistive Technology Resource Fair for the Deaf and Hard of Hearing for Easter Seals then create one page outcomes report and three page memo about how to replicate.*
- **Report or Analysis:** Fellow does a research or analysis project and produces a report / presentation
  - *Examples: Research and write a handbook about urban chicken care for Green City Growers. Analyze program data and produce and deliver a presentation to staff about recommended program revisions for The Theater Offensive.*
- **Social Media:** Fellow develops and implements a social media strategy for the semester (must include significant opportunity for design and planning, not just executing existing plans)
  - *E.g.: Manage social media strategy and implementation for Playworks including launching a new snapchat channel; write up outcomes, lessons learned and recommendations in 3-4 page memo.*
- **Direct Service:** Fellow manages a portion of the organization's direct service delivery, particularly when existing systems are in place to support college age students or young adults in these roles.
  - *E.g.: Serve as a Site Director for Let's Get Ready and deliver program evaluation write up as final product.*
- **Other:** These projects are submitted by the host organization as part of the application and selection process and pre-approved by CfSI program staff.

## SITC Special Project Rubric

This rubric is to evaluate Fellows' special projects. The Mentor and a member of the CfSI Faculty will each independently complete this rubric. The average of the two scores will count towards 30% of the letter grade for the internship.

Exceeded Expectations	Met Expectations	Fell Short of Expectations	Failed to Meet Expectations
<p><b>20</b> Fellow completed the project on time according to the work plan outlined in the Special Project Proposal, showed evidence of having modified the work plan to respond to the needs of the Mentor, &amp; exceeded the work plan expectations as outlined in the beginning.</p>	<p><b>17.5</b> Fellow completed the project on time according to the work plan outlined in the Special Project Proposal, or modified deadlines appropriately in communication with the Mentor.</p>	<p><b>15</b> Fellow did not complete the project on time according to the work plan outlined in the Special Project Proposal, but they did show effort at having modified deadlines in communication with the Mentor.</p>	<p><b>12</b> Fellow did not complete the project on time according to the work plan outlined in the Special Project Proposal <i>nor did they show effort</i> at having modified deadlines in communication with the Mentor.</p>
<p><b>20</b> Fellow took the lead on planning and implementing the project, while asking for assistance and input where appropriate, and identified and mobilized new resources to improve the quality of final deliverable</p>	<p><b>17.5</b> Fellow took the lead on planning and implementing the project, while asking for assistance and input where appropriate</p>	<p><b>15</b> Fellow did not sufficiently lead the planning and implementation of the project, although they did ask for assistance and input where appropriate</p>	<p><b>12</b> Fellow did not sufficiently lead the planning and implementation of the project, <i>nor did they did ask</i> for assistance and input where appropriate</p>
<p><b>20</b> Project exceeded the goals and objectives agreed upon in the Special Project Proposal by both the mentor and the Program team's judgment</p>	<p><b>17.5</b> Project met the goals and objectives agreed upon in the Special Project Proposal.</p>	<p><b>15</b> Project did not meet the goals &amp; objectives agreed upon in the Proposal, although a strong effort was made to deliver something of value</p>	<p><b>12</b> Project did not meet the goals and objectives as agreed upon with the mentor in the Proposal nor did they make an effort to deliver something of value</p>
<p><b>20</b> Product deliverables were of very high quality, demonstrating clear understanding <i>and analysis</i> of the underlying issues involved and presenting information in a clear and compelling manner.</p>	<p><b>17.5</b> Product deliverables were of high quality, demonstrating clear understanding of the underlying issues involved and presenting information in a clear and compelling manner.</p>	<p><b>15</b> Product deliverables were of good overall quality, with some evidence of a clear understanding of the underlying issues and presenting information in a clear manner</p>	<p><b>12</b> Product deliverables were of sub-standard quality, without evidence of a clear understanding of the underlying issues, nor was information presented in a clear manner</p>
<p><b>20</b> Project added both tangible value to the organization and introduced an organizational innovation, demonstrating an ability to assess needs, adapt to available resources, and develop a viable, testable solution to those needs.</p>	<p><b>17.5</b> Project added tangible value to the organization, demonstrating an ability to assess needs, capacities, and develop a partial or full solution to those needs in a creative way.</p>	<p><b>15</b> Project added some value to the organization, but did not demonstrate an ability to assess needs or develop a partial or full solution to those needs.</p>	<p><b>12</b> Project did not add tangible value to the organization, demonstrate their ability to properly assess needs, or offer even a partial solution to those needs.</p>



**Name:**

**Host Organization:**

**Special Project Category:** *Check all that apply, see above for descriptions.*

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Strategic Project | <input type="checkbox"/> Report or Analysis | <input type="checkbox"/> Direct Service |
| <input type="checkbox"/> Event Planning    | <input type="checkbox"/> Social Media       | <input type="checkbox"/> Other: _____   |

**Special Project Proposal: Part 1 - Goals and Objectives**

Answer each question in 1-2 concise sentences. If you're proposing more than one project, please include information for each, in a format that is easy to distinguish projects.

- 1) What organizational need(s) is this project fulfilling?
  
- 2) What is the overarching goal of the Special Project?
  
- 3) Describe the Special Project.
  
- 4) In what way will the Special Project contribute to solving a problem for the organization?
  
- 5) What deliverables will be provided by the Fellow to CfSI and the organization at the end of the project?

**Special Project Proposal: Part 2 - Timeline**

In order to finish the project successfully and on time, what tasks need to be completed, and by when?

Due Date	Activity/Task	Details

(Add rows as needed)

**Special Project Proposal: Part 3 - Resources**

What knowledge, tools or other resources will the Fellow need to be able to successfully complete the project? For each item listed in #1, how will knowledge, tools or resources be found or provided?

Resource Needed	Provided - How?	Provided - Who?

**(Add rows as needed)**

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# EXAMPLE

Name: *Jo*

Host Organization: *Shmo*

**Special Project Category:** *Check all that apply, see above for descriptions.*

- Strategic Project                       Report or Analysis                       Direct Service  
 X Event Planning                       Social Media                       Other: \_\_\_\_\_

## Special Project Proposal: Part 1 - Goals and Objectives

Answer each question in 1-2 concise sentences. If you're proposing more than one project, please include information for each, in a format that is easy to distinguish projects.

**1) What organizational need(s) is this project fulfilling?**

*This project will help build capacity for Easter Seals and connect to an underserved population. Help all people with different abilities who could benefit from assistive technology to learn about options and access the technology they need.*

**2) What is the overarching goal of the Special Project?**

*At the end of the semester, host an assistive technology resource fair for the Deaf and Hard of Hearing community.*

**3) In what way will the Special Project contribute to solving a problem for the organization?**

*Easter Seals has never hosted an event specifically for the Deaf and Hard of Hearing community; this is a group that Easter Seals would like to serve better within their broader mission.*

**4) How will you know if the project is successful?**

- *At least 6 vendors come to demonstrate their assistive technology*
- *At least 30 people who would benefit from assistive technology for the Deaf and Hard of Hearing attend the resource fair.*

**5) What deliverables will be provided by the Fellow to CfSI and the organization at the end of the project?**

- *A 1-2 page outcomes report including an event overview, attendance numbers, feedback from attendees, and photos.*
- *A 2-3 page instruction manual for hosting the event in future years, including a planning timeline, key logistical and contact information.*

## Special Project Proposal: Part 2 - Timeline

In order to finish the project successfully and on time, what tasks need to be completed, and by when?

Task	Details	Complete By
<i>Choose an event date</i>	Talk with mentor about when would be a good time	Week 2
<i>Make a budget</i>	Ask others who have planned similar events, or try to find an online guide; talk to mentor about what money is available for the event.	Week 3

<i>Reserve a room</i>	Research event spaces that are available and fit the budget; reserve!	Week 3
<i>Research vendors</i>	Make a list of vendors who provide appropriate assistive technology - find contact info for sales reps	Week 4
<i>Etc.</i>	<i>For the purposes of the this example we have not completed the table...</i>	Week...

**(Add rows as needed)**

### Special Project Proposal: Part 3 - Resources

What knowledge, tools or other resources will the Fellow need to be able to successfully complete the project? For each item listed in #1, how will knowledge, tools or resources be found or provided?

<b>Resource Needed</b>	<b>Provided - Who / How?</b>
Money for space rental	Easter Seals will find at least \$250 from existing budget to cover expenses
Program copies	(Can make copies on org machine)
Information about how to plan an event like this	Mentor to intro Fellow to board member with lots of event planning experience for informational interview
<i>Etc.</i>	<i>For the purposes of the this example we have not completed the table...</i>

***Once completed and approved by your Mentor, this form should be submitted electronically via Schoology for feedback and approval.***