

# Centre for English Teaching Specialization

## Academic Skills for University Success

### Example Project Proposal: Two

#### Stage 6 – Create the project

##### Write a description of the project:

- a. **'My project is** an educational mentoring program for girls from disadvantaged schools in in the inner-city area of my city. **The overall goal of this project is to** demystify the university environment and establish mentoring relationships with women enrolled at the local university in this area. **It will do this by** organizing a series of activities to build the mentor/mentee relationship. The program starts with reciprocal campus visits where both parties become familiar with the others' educational environment. These visits are followed by fun, reflective activities and opportunities for informal mentoring.

##### Make the overall goal SMART:

Main goal	Specific	Measurable	Agreed	Realistic	Time-bound
The goal of this project is to demystify the university environment and establish mentoring relationships with women enrolled at the university	What – establish mentoring relationships; demystify uni  Who – girls from disadvantaged schools; undergrad women  Where – prestigious uni in inner-city; surrounding communities	Match 10 mentors/mentees	Consult with Faculty and local school	Yes – geographically close, relationships exist, low cost	1 year

##### Re-write the main goal:

**The main objective of the project is to establish mentoring relationships with at least 10 women enrolled in Education the university and 10 adolescent girls from a local school in order to demystify the university environment for female students from disadvantaged backgrounds and increase uni students' awareness of, and engagement with, the local community.**

##### Brainstorm underlying objectives:

- Establish cooperation with the two organizations –Education at the university and a local school
- Identify and match mentors/mentees from each organization
- Organize a reciprocal campus visit program
- Develop and organize reflective activities
- Develop ongoing support for ongoing informal mentoring

# Centre for English Teaching Specialization

## Academic Skills for University Success

### *Example Project Proposal: Two*

#### Make them SMART objectives

- 1) **Establish cooperation for the program with the two partner organizations – Education at the university and a local school**
- 2) **Identify and match at least 10 mentor/mentee pairs (10 participants from each organization, 20 in total)**
- 3) **Organize and run reciprocal campus visits with the program participants from the two partner organizations**
- 4) **Develop and run an event for reflection and debriefing with program participants following the reciprocal campus visits**
- 5) **Develop and organize ongoing support for ongoing informal mentoring, with at least half of the participants continuing to meet**

#### Make a list of the Participants

- a. Project Coordinator (Me!)
- b. Faculty
- c. Undergraduate mentors
- d. Local school
- e. Student mentees

#### Add a rationale for their inclusion:

- a. Project Coordinator: organising & co-ordinating the project
- b. Faculty: legitimises the project & helps cross potential barriers/risks
- c. Undergraduate mentors: Will act in the role of the mentors/offer support to students
- d. Local school: Getting the local school's support will make it more official and encourage students to participate
- e. Student mentees: they are the key!

#### Describe their Role:

- a. **Project Coordinator: Communicating with faculty and the local school; organizing the campus visits; possibly running the reflective activities; setting up support for ongoing informal mentoring**
- b. **Faculty: Identifying and recruiting mentors; Suggesting a school; Facilitating communication with the school; Input and advice on organizing reciprocal campus visits**
- c. **Undergraduate mentors: Engagement in building relationships with mentees; participation in visits, events, and ongoing informal mentoring**
- d. **Local school: Identifying and recruiting mentees; Participation in reciprocal campus visits**
- e. **Student mentees: Engagement in building relationships with mentors; participation in visits, events, and ongoing informal mentoring**

# Centre for English Teaching Specialization

## Academic Skills for University Success

### Example Project Proposal: Two

#### Create an Action Plan – Match Actions to Objectives

- 1) Establish cooperation for the program with the two partner organizations – Education at the university and a local school
  - Identify a faculty at the university to work with on mentors –Education
  - Identify a disadvantaged school for mentees
- 2) Identify and match at least 10 mentor/mentee pairs (10 participants from each organization, 20 in total)
  - Work with the university faculty on finding good mentors – possibly incorporate in units of study
  - Mentees nominate areas of interest
  - Match mentees with mentors
- 3) Organize and run reciprocal campus visits with the program participants from the two partner organizations
  - Visit to the school – mentors getting to know the students' educational world
  - Visit to the uni – mentees getting to know the uni students' educational world
- 4) Develop and run an event for reflection and debriefing with program participants following the reciprocal campus visits
  - Post-visit activity – Group/paired reflection sessions and activities – e.g. issues for first-generation uni students and language use and expectations in different settings – how to be oneself within this new setting and to reconcile these 'selves'; how to prepare now to get to university, if that is what you want; supporting each other
- 5) Develop and organize ongoing support for ongoing informal mentoring, with at least half of the participants continuing to meet

#### Fill in gaps in the flow of actions objectives:

- 1) Establish cooperation for the program with the two partner organizations – Education at the university and a local school
  1. Approach the Education faculty at the uni
  2. Identify a disadvantaged school for mentees
  3. Approach the selected school(s)
- 2) Identify and match at least 10 mentor/mentee pairs (10 participants from each organization, 20 in total)
  1. Recruit female undergraduate mentors and identify focus areas (academic subject areas)
  2. Introduce mentors to the program and provide training in mentoring skills

# Centre for English Teaching Specialization

## Academic Skills for University Success

### Example Project Proposal: Two

3. Recruit mentees from the school and identify areas of interest (academic subject areas)
  4. Match mentees with appropriate mentors.
- 3) Organize and run reciprocal campus visits with the program participants from the two partner organizations
1. Set up a visit of the mentors to the school to meet the mentees and get to know the students' educational world
  2. Set up a visit of the mentees to the university to get know the uni students' educational world
- 4) Develop and run an event for reflection and debriefing with program participants following the reciprocal campus visits
1. Organize an activity following the visit.
  2. Plan group/paired reflection activities on issues related to getting into uni, transitioning to the expectations of uni, Q & A based on the impressions from the visits, what kind of support is needed
- 5) Develop and organize ongoing support for ongoing informal mentoring, with at least half of the participants continuing to meet
1. Get feedback from participants
  2. Identify types of support requested by participants
  3. Set up parameters for ongoing informal mentoring – how often to meet, lines of communication, topics of discussion, where to get support from the faculty/school if needed
  4. Make a plan for periodic program-wide activities, including follow-up campus visits of different types

### Write a rational for each objective & Associated action

(example)

Objective - #	Action description	Rationale
1) Establish cooperation for the program with the two partner organizations – Education at the university and a local school	<ol style="list-style-type: none"><li>1. Approach the faculty</li><li>2. Identify a disadvantaged school for mentees</li><li>3. Approach the selected school(s)</li></ol>	The uni is situated in the inner city area in the middle of several disadvantaged communities. These two settings are geographically close, yet can feel like different worlds. The Education faculty was selected because students are studying a wide range of topics (focus for their teaching degree), there are many women (because of the high percentage of women in education), and this faculty has a vested interest in matters related to education.