

# Guidelines for Proposals for Undergraduate Field Experience Funding

These Field Experience Guidelines for Proposals are in support of the following goal from the Retention Section of the **AUM Strategic Plan 2019-2024** (<http://online.fliphtml5.com/qgze/uojk/#p=11>).

Develop and expand initiatives to assist students with successfully articulating career readiness throughout their educational experience.

## **Procedures:**

The purpose of these grants is to provide funding for field experiences that involve undergraduate students. A review of proposals will be done by sub-groups of the EEEEC Advisory Board.

## **Requirements of funded projects:**

- 1) A report will be due to the EEEEC ([eeec@aum.edu](mailto:eeec@aum.edu)) in August 2023. Details on the format will be provided later.
- 2) Student participants will be asked to complete an EEEEC survey.

## **Timeline:**

We will review proposals as they are submitted. You can expect a decision within two weeks of submission.

## **Review Criteria:**

Proposals will be evaluated based solely on the proposal submitted. Please fully address each item in the rubric. Proposals will be judged according to the following criteria:

- Merit and significance of project proposed
- Quality of undergraduate student involvement
- Relevance of field experience to participating students' majors

## **Application Guidelines:**

**In your proposal, please include the following items:**

- Course name
- Description of activities
- Connection between activities and course student learning outcomes
- Number of students impacted
- Alignment with EEEEC's mission "Funded by a Title III "Strengthening Institutions" grant by the Department of Education, The Experiential Education and Engagement Center (EEEC) is an on-campus resource with a mission to increase student retention, persistence, and graduation rates through early engagement. We connect students to campus and the community through high-impact practices including peer mentoring, undergraduate research, internships, field experiences, and service-learning."
- Amount requested with an itemized list of costs
- Department chair signature