

## CIS: Service Project Plan Form / Proposal



### To the student and faculty mentor

One way to complete the required CIS practicum experience is by completing a service project aiding an international organization or group, and presenting it at a booth during a CIS Culture Night. The objective is to acquire an in-depth understanding of an international issue/ concern and to offer help to a suffering group.

To assure that your planned service project matches the expectations of the CIS program, please complete this form and submit it to CIS Magnet Director, **BEFORE** you start the service project.

The following steps will guide you through this project:

1. Work with a faculty mentor who supports your project & will guide you through the process.
2. Collaborate with your faculty mentor to select and narrow a topic/situation about which you are truly interested and to find a group that may need your services.
3. Complete this Service Project Plan Form and submit to the CIS Director, with signatures from you **and** your faculty mentor.
4. Research your topic in depth, choose an organization or group to work with, begin contact, settle what service will be provided, provide the service, and report to CIS.
5. Complete Practicum Report (instructions found in Practicum Checklist/ CIS Website) - Include a minimum of **two photos** of student involved in activity.
6. **Optional** Extension: Set up and present a booth at a CIS culture night, collect donations during magnet events, etc.

### About you

Your name \_\_\_\_\_

Your grade \_\_\_\_\_ email address \_\_\_\_\_

### About the Service Project

Name and description of project/what do you hope to learn and achieve?

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Name of faculty mentor:

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Detailed description of your focus and project:

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Resources you intend to use: \_\_\_\_\_

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Group or Organization you plan to work with (include URL or postal address):

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Current ideas regarding your service project and possible booth/presentation:

Intended date of completion: \_\_\_\_\_

Intended dates of short meetings with mentor: \_\_\_\_\_

To the faculty mentor:

The CIS Magnet requires each student to complete a “practicum,” a long-term international experience that increases students’ insight and understanding of the world. One way of completing this requirement involves completing a service project on an international topic of need.

The role of the mentor is only to facilitate the student’s progress and help assure that the work is completely his or her own. Periodic short meetings are important to help make sure the student is on-track and is heading in the right direction, but these are the student’s responsibility to arrange, not yours. Your knowledge and guidance may be helpful in suggesting an appropriate group or person to contact, a format that would be most appropriate for the student, issues that ought to be included, etc. The project should otherwise be completely the work of the student. You may have a very powerful impact on the educational growth of this student.

Student and mentor: Please sign your intention to complete a research project (student) and facilitate in the development of the project (mentor).

\_\_\_\_\_  
Student name (printed)

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Teacher name (printed)

\_\_\_\_\_  
Teacher signature

Date \_\_\_\_\_

***CIS Office Use***

Date Submitted: \_\_\_\_\_

Approved \_\_\_\_\_ Not Approved \_\_\_\_\_

CIS Director Initials: \_\_\_\_\_