

**Instructors:** fill out a copy of this document in initial meetings with each student about their project, to ensure that the project you come up with is well-established. Name the file <students\_name-project>. The document created for each student will form the basis of all collaborative materials between student & instructor used for that student's project.

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## **Collaborative document for student project**

### **Initial meeting: establishing topic & expectations**

1. What is the (rough) title of your project?
2. What are the learning goals of your project?
3. What kind of guidance and support do you envision me (the instructor) providing?
3. What resources will the instructors provide in completing this project, and by when?
4. What resources will you try to find on your own, and by when?
5. What concrete milestones are you planning to reach by the end of the class (or by whatever alternative timeline you and the instructor decide on and document here)?
6. Set 2 midpoint milestones with dates. What will you have done by each of these milestones?
7. What kind of impact are you hoping for this to translate to, and how can the instructor help with this? (you can present it to the class, propose something to the DEI committee, publish your work online...)
8. What will be the meeting cadence between the student and instructor, and what is the meeting schedule? (in the meeting, make a calendar invite with both parties invited).
9. If the group has multiple members, establish three (or more) communal team expectations.