

21F.034 / CMS.930
Media, Education, and the Marketplace
Prof. Shigeru Miyagawa
Class # 4: October 4, 2005

Handout # 6: Fieldwork Proposal I

On October 18th, you will be asked to submit your fieldwork proposal for this course. You have two weeks to work on this document, but please start early and think hard about your projects! These proposals will be submitted to *real* funding sources both within and outside of MIT.

Below are a few instructions and tips for this assignment:

- 1) After tonight's discussion, you should have a better idea of which funding sources fit your type of project (i.e. local/global, during semester/IAP, implementation/evaluation). If you are still uncertain about your options, please contact Manish for an individual meeting as soon as possible.
- 2) Each funding source will have different requirements for their applications. In addition to our requirements, be sure to follow the instructions for your specific application!
- 3) Tonight's lecture is all about how to write this proposal. Effective proposal writing is much different from writing an essay or narrative – please use these tips wisely! Also, feel free to contact Prof. Miyagawa, Diane, or Manish with any questions or concerns about your written proposal.
- 4) For class, this assignment should be at least **five pages** in length. As stated above, you may need to tailor your proposals for your specific funding source. For the purposes of this course, we expect the following sections in your proposal (this is based on the requirements of the MIT Public Service Center):
 - Fieldwork Abstract – a short description of your fieldwork idea, including the bottom line!
 - Fieldwork Introduction – an introduction of the problem at hand, and how your fieldwork project attempts to solve this problem.
 - Fieldwork Plan – a description that answers the following questions: how will your fieldwork project work? What are the necessary steps, and the milestones for achievement? Is there any preparation necessary? When / where do you plan on working on this project? In addition to answering the questions above, please provide a timeline of events for your proposed projects.

- Fieldwork Impact – an explanation of how your project will impact the targeted community in a positive manner. How will the project build capacity?
- Fieldwork Motivation – why are you choosing this project? (NOTE: “A requirement for class” answers the question, “Why are you doing fieldwork?” It does not answer why you chose *this* specific project! Please focus on the latter.
- Fieldwork Qualifications – What skills do you bring to this project? Why should you be funded for this work? Please feel free to attach your resume to the proposal if you think it will help articulate your point.
- Fieldwork Budget – A preliminary budget for your fieldwork project.
- Fieldwork Supervisor – Do you have a supervisor for this project? If so, please identify him/her and your relationship with them. If not, please contact the course instructors.

This assignment is due on Tuesday, 10/18, at **7:00 P.M.** Please feel free to contact the course instructors with any questions or concerns.