Exhibit 7.6 is a simple format that can be adapted for almost any term paper or other major writing assignment. Exhibit 7.7 is a format for fieldwork or internship projects.

Exhibit 7.6. Term Paper Prospectus.

Directions: The prompts listed below are meant to help you get started on your term paper. Respond to each of the prompts with a very brief, well-thought-out answer. Remember that this prospectus is only a plan. You will almost certainly change part of your plan, and you may even change all of it, before you complete this term paper. So make your best predictions and plans as you answer, but don’t be surprised or concerned if you alter them somewhat as you proceed.

Proposed title:

Purpose (What will this paper do for the reader? For you?):

Major question(s) you hope to answer:

Work calendar (How will you spread the work out? When will you do it?):

Proposed table of contents/list of major sections:

Help/resources needed (What do you need in order to do an excellent job?):

Your biggest concern(s) or question(s) about the paper:

Exhibit 7.7. Term Project Prospectus.

Directions: The prompts listed below are meant to help you plan your term project. Respond to each prompt with a very brief, well-thought-out answer. Remember that this prospectus is just a plan. You will almost certainly change part of your plan, and you may even change all of it, before you complete your project. So make your best predictions and plans, but don’t be surprised or concerned if you decide to alter them later.

Brief project description (What do you plan to do?):

Project site/setting (Where and with whom will you work?):

Major question(s) you hope to answer/goal(s) you hope to achieve:

Products/results (What will be the measurable outcomes of your project?):

Resources needed (What do you need in order to do an excellent job?):

Calendar of component tasks (When will you complete each part of the project?):

Your biggest concern(s) or question(s) about the project: