

WRIT:4000 Writing Capstone Proposal and Mentor Agreement

Please complete this form in its entirety and submit it to CLAS-Writing-Cert@uiowa.edu no later than the Friday prior to the first week of classes. Incomplete forms will not be accepted. Registration clearance for WRIT:4000 will be granted after complete forms have been approved, usually within 2 business days.

Student Name: _____ Student ID No.: _____

UI Email: _____ Non-UI Email: _____

Phone: _____ Semester of Enrollment: _____ Proposed no. of s.h. (1, 2, 3): _____

Project Working Title: _____

Genre: _____ Mentor Name(s): _____

Mentor Email: _____ Mentor Phone: _____

Project Description. Please write a one-paragraph description of your project below. Be as detailed as you can, with the understanding that projects evolve and the final product may not look like exactly what you describe here.

Project Goals. What do you hope to achieve with this project? How do you hope it will impact your creative, academic, and/or professional life as a writer?

Student and Mentor Agreement

Student Statement:

I, _____, agree to work with _____ as my Writing Capstone Project mentor. I agree to meet _____ times during the semester based on the requirements detailed in the Capstone Mentor Guide, and I agree to meet all deadlines, including: submitting work for review directly to my mentor at least 72 hours prior to the meeting in which it will be discussed, turning in my midterm progress report and project draft on time during week 7 of classes, completing the first deposit of both the Capstone project and its introduction by week 12, and presenting the final drafts of the project and introduction for assessment by the Friday of the week before finals. I also agree that I will contact the mentor in advance if a meeting needs to be rescheduled, and I will be flexible in making up any meeting that I was not able to attend. I understand that failure to adhere to these guidelines may negatively impact my overall grade for the project.

Mentor Statement:

I, _____, agree to serve as mentor for _____'s Writing Capstone Project. I agree to meet _____ times during the semester based on the requirements detailed in the Capstone Mentor Guide, and I agree to provide feedback on work throughout the term, evaluate the midterm progress of the project, comment on the first deposit of the project and its introduction during week twelve of the semester, and to submit the final grade in MAUI at the end of the term upon receipt of final deposit.

Student Signature

Date

Mentor Signature

Date

Calendar of Meeting Dates/Times/Locations:

Week 1: _____ (*proposal/mentor agreement due)

Week 2: _____

Week 3: _____

Week 4: _____

Week 5: _____

Week 6: _____

Week 7: _____ (*midterm draft & evaluation due)

Week 8: _____

Week 9: _____ (spring semester: Spring Break)

Week 10: _____

Week 11: _____

Week 12: _____ (*First Deposit Due)

Week 13: _____

Week 14: _____ (fall semester: Thanksgiving Break)

Week 15: _____

Week 16: _____ (*Final Deposit Due)

Reminder: *1 s.h. students must meet with their mentor at least four times during the semester; 2 s.h. students must meet with their mentor at least six times during the semester; and 3 s.h. students must meet with their mentor at least eight times during the semester. Students are responsible for contacting their mentors in advance to reschedule if they are unable to attend a meeting.*