The proposal must be submitted in Canvas no later than the end of the first week of the semester of enrollment. It must be typewritten and use proper technical format. The proposal will include the following sections:

1. **Cover Page**. Include your name, semester, course #, credit hours, faculty supervisor, and if appropriate company and company sponsor.

2. **Introduction**. A brief description of the practicum project context.
   a) Discuss why this project is of interest and of value.
   b) What problems or questions does it help address?
   c) Include a discussion of the research questions/objectives of the sponsor (if applicable) and how this project will contribute to those goals.
   d) Use appropriate citations and proper formatting

3. **Objectives**. A clear and concise statement of the goals of the practicum project
   a) include the technical project objectives
   b) include individual learning objectives

4. **Plan**. Describe the process that you will use to address the problem and achieve the objectives.
   a) Describe the data that you will use to address your project. Describe the size of the data set(s), the format, the fields that it contains and the fields you will use. Describe any surface features of the data that have already been discovered/described. Provide the citation for your data.
   b) Describe the methods that you intend to apply at each stage of the process
   c) If you are completing the project as part of an internship or research group, describe your direct responsibilities and tasks.

5. **Deliverables**. Explain what you plan to deliver as the outcome of the practicum.
   a) Include an explanation of the technical deliverables in the context of the project objectives.
   b) Describe visualizations you anticipate using to communicate your findings

6. **Schedule**. A work management plan for completion of the practicum project.
   a) Identify your project completion date.
   b) Specify when the milestones will be completed to ensure project completion by your target date