To be completed by student. Submit this form to your Sponsor for approval. Once approved, the proposal, including the attachment, constitutes an agreement between the student and the sponsor for the project.

Please complete the following information. Once your proposal is approved, you will need to register for the WT project by picking up the form at the Office of the Registrar, ask your project sponsor to sign it, and bring it to the Office of the Registrar by Friday, December 4th.

Name_______________________________________________
OCMR ___________ Phone ___________ Major_________________________ Class Year 1 2 3 4 5

PROJECT TITLE________________________________________
Abbreviation to 30 characters maximum may be worked out below (for transcript):

Winter Term Project: ___ Full Project (5-6 hrs/weekday) ___ Half Project (3 hrs/weekday)

Project Sponsor _______________________________ Department __________________________

Project Location: □ On Campus □ Off Campus: Location______________________________

Please type your proposal and attach it to this form. Proposal should include the following:

1. educational goals of the project;
2. what the project entails;
3. who will be working on it in addition to the proposer (if applicable);
4. what the end product will be;
5. what the report will include.

If additional specifications are given by your sponsor, these should also be added to your proposal.

NOTE: To receive credit, you must provide a report to your Sponsor, in a form agreed upon between you, by Friday, February 5, 2016.

Student’s Signature _______________________________ Date ________________

To be completed by Sponsor:
SPONSOR: If you approve this project, please do the following: (1) Check to make sure the appropriate facilities and equipment approvals have been obtained; (2) Retain this form for future reference; (3) Sign the student's WT registration card; and (4) Fill in your sponsor number on the card (listed on the Winter Term website at new.oberlin.edu/office/winter-term). Note: Grades must be submitted on Presto by Monday, February 15, 2016.

Sponsor’s Signature _______________________________ Date ________________