



## Child and Adolescent Behavioral Health (CABH) Field Experience Project Proposal Guidelines

Applied field experience students are required to complete a field experience project proposal in collaboration with their academic advisor and site supervisor during their first semester of field experience. The project proposal should include the following: organizational background, student learning objectives, activities that relate to the student learning objectives, overall goal for the project, and conclusion.

It is important that student learning objectives, proposed activities, and evaluation methods be realistic, appropriate, meaningful, and measurable. Objectives should take the form of statements that begin with action verbs and are specific, measurable, and time-limited. Details of the project are developed and agreed to jointly by the student, academic advisor, and site supervisor. This process of developing this three-way agreement is integral to the success of the field experience.

The field experience project proposal is important for several reasons:

- 1) It is your opportunity to declare what you want to learn, how you intend to pursue it, and how you will know when you have done it;
- 2) It is the academic advisor and site supervisor's opportunity to document how they expect you to meet their expectations; and
- 3) It forms the basis for academic and work assignments from which you will learn.

The project proposal justifies granting academic credit for a field experience, so it should be challenging. Revisions to the initial field experience project proposal should be agreed upon by all parties— student, academic advisor, and site supervisor. Failure to have a field experience project proposal in place will jeopardize your academic credit for the field experience.

Remember if your field experience moves in a different direction, it can still be valid but you must continue to follow the guidelines previously described. You need to document the changes, reasons for the changes, and results. The project proposal is not static, but an ever-changing tool that can be revisited and revised. If you are unsure about your progress, talk with your academic advisor and site supervisor. Everyone on your team shares a common goal to help you have a successful learning experience.

The following page provides a detailed outline of what should be included in the CABH Field Experience Project Proposal.

## Outline of the Field Experience Project Proposal

**Title Page** – See next page for a sample title page for the Project Proposal.

### Organizational Background

- A description of the organization in which your project will take place including the agency's mission, vision, and goals. Include a website link if available.
- Background about the agency's history
- Description of the population or stakeholders the agency/organization serves and the services that it provides
- Professional/educational background of the people with whom you will work
- A description of why you wanted to work with this organization

### Student Learning Objectives

In this section, you will indicate the specific knowledge and skills to be learned through the field experience. Describe what you will learn, not what you will do during the course of the experience. Be specific. Do you want to improve or develop skills, expand knowledge of a specific topic, apply or test a particular body of knowledge? Are you interested in validating a specific career interest and your own suitability for that career? Set specific goals focused on knowledge, skills and abilities; personal/professional development; and career exploration. True objectives are SMART—Specific, Measurable, Achievable, Realistic/tangible, and provide a Time frame. Include the following in this section:

- A description of the goals and objectives of your project
- A description of your proposed activities and methods
- A discussion of any anticipated barriers or limitations to your project
- A proposed project timeline
- A description of the proposed products or deliverables for your project (e.g. report to agency, staff training, presentation to agency management team or directors) and their anticipated content

### Activities that Relate to the Student Learning Objectives

In this section, you will describe specific actions, processes, and work assignments that will allow you to achieve each objective. Will you attend training sessions about the subject? Will you perform specific tasks or accomplish a specific project related to one or more of them? Will you read supplemental books, articles, and/or other materials that relate to them? Will you do a general field and agency-specific analysis? Do you plan to interview professionals in the field? Include the following in this section:

- A description of the issue or problem you propose to address with your project and the importance of this issue
- A description of the community context in which this issue exists
- Any information given by the agency/organization that is relevant to the issue or problem

### Overall Goal for Field Experience Proposed Project

In this section you will summarize the issue or problem that you will address as part of field experience

### Conclusion

In this section you will describe the professional goals and objectives the proposed project satisfies and how the proposed project fulfills the goals and objectives of the Applied Field Experience. Include the following in this section:

- A discussion of how your proposed project meets your professional goals and objectives.
- A discussion of how your proposed project meets the purpose and objectives of the Applied Field Experience as outlined in Applied Field Experience Guidelines.

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Understanding Factors that Affect Implementation of Evidence-Based Treatments in a Community Agency

CABH Applied Field Experience Project Proposal

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