

# *Preparing Your Proposal Essay*

**You will be asked to submit a proposal description and a proposal essay. The description should be a brief paragraph that gives an overview of the position. The following information should be given when completing the proposal essay.**

## ***I. Position Description:***

- ∅ Describe the position you are requesting in terms of the duties and responsibilities of the student
- ∅ Where would the position be housed and the work take place? E.g: lab, faculty office, department office, etc.

## ***II. Benefits of the Position:***

- ∅ What benefits will the student derive from this position in terms of general or professional development? Discuss possible benefits for student with reference to career related knowledge, experience with equipment and software, and opportunities for growth.
- ∅ How will this PACE position prepare the student for a future career?
- ∅ How does the PACE position benefit your department and the university community?

## ***III. Qualifications:***

- ∅ State the required and/or desired qualifications that the student(s) should possess.

## ***IV. Evaluation:***

- ∅ How often and according to what criteria will the student(s) be evaluated?