Call For Proposals
Develop Your Own Away Semester Experience
Due the semester before your away experience:
2nd Wednesday of March for fall away and 1st Monday of October for spring away

STUDENTS: Do you have an idea you want to pursue for your Away Semester that doesn’t fit into the Co-Op, Internship, Research, Civic Engagement Box? Want to develop a business plan, build a tiny house, pursue a personal passion? You can potentially have such an experience approved as your Away Semester experience.

Approval Process
1. Write a proposal outlining your project.
2. Include a letter from a faculty member agreeing to act as your advisor for the project.
3. Proposals, a faculty agreement, your resume, and/or any questions you may have should be sent to theArch@rpi.edu.

Proposal Format
Proposals should be no more than 6 pages in length and should have the following sections:
• Introduction
  o Names and contact information for you (including RIN), any organization or entity you will be collaborating with on the project, and the faculty member advising your project
  o A personal statement indicating why you have chosen this project
• Description of the proposed experience
  o Explanation of why the project is valid as an away semester experience
  o A detailed timeline
  o Goals of your Away Semester project
• Feasibility of Project Success
  o A description of any skills or experiences which will contribute to the success of the project
  o A description of any challenges, e.g. safety concerns, potential barriers, problems which would affect the success of the project
  o The budget for the project if funds are being sought

Funding and Support
In select cases, there may be funding available to support your Away Semester. Please indicate your interest in garnering support by including a budget in your proposal. Funding can be used for travel, housing, and food, but not for salary.

Review
The proposal review is coordinated by the Office of Undergraduate Education and will include faculty and staff reviewers who will approve/deny/or ask you for revisions. If approved by OUE, the Away Semester Approval Form will go through the rest of the electronic approval channels and you will be registered for the Self-designed Experience for your Away semester. You will also need to attend a briefing session with the CCPD, dates and times can be found in JobLink.