

Letter of Intent Format

Your name
Your Street Address
Town, State Zip
(Current Date)
Your Advisor's first and last name (correctly spelled)
Champlain Valley Union High School
369 CVU Road
Hinesburg, VT 05461

Dear Mr. / Ms. (your Advisor's last name):

Paragraph One: Project Overview:

Describe the subject area of your proposal in both general and specific terms. Explain how this project is **new** learning for you. Or, if you have already done extensive work in this area, you must show how your project extends, expands, or challenges your current experience with this topic.

Paragraph Two: Rationale:

What do you hope to gain from doing this project? Share your rationale for choosing the topic. What is the big picture here? In other words, why is this an important topic for you to study? What are three "big-picture questions" (or topics) that will help you explore your GC in depth?

Paragraph Three: Hands-On Learning Experience Hours:

You must devote a minimum of 20 hours of hands-on learning experience to this project. However, some projects will clearly require more time to complete. How many hours do *anticipate* devoting to this project and why? What will you do during those hours? Who will be supervising you? When do you plan to start and what might your schedule be?

Paragraph Four: Tangible Product:

Does your project lend itself to creating a physical, Tangible Product? Why or why not? What might the Product be?

Paragraph Five: Research and Outside Expertise:

How will you seek out expertise on your topic? In other words, explain the research and interviews you will need to do in order to be successful with your project. What preliminary background research must you do before you begin your project? Who might you interview in order to gain real-world perspectives on your topic (e.g., "a firefighter")?

Paragraph Six: Community Consultant:

Give the name of your Community Consultant and provide a *brief background* of his/her experience in the specialty area. How will this person help you with your project?

Paragraph Seven: Your Learning Strength and Style:

In this paragraph, describe how this project relates to you as a learner. In other words, how will it challenge you, and how might it showcase your strengths?

Paragraph Eight: Support:

What supports or guidance might you need with this project?

Yours truly,

sign your name

(the letter needs your handwritten signature; it cannot be emailed to your Advisor.)

type your name