**Project Smart Action Plan**

**Get Action Plan Due Date from Faculty Member**

(Deadline is Feb 1st for Faculty to have to Project SMART Office)

Please submit completed form to Faculty Member

School:

SUNY Oswego faculty member:

Teacher Participant Name(s):

Course Name & Academic Year:

(Available online at: [www.oswego.edu/project-smart/courses](http://www.oswego.edu/project-smart/courses) )

**Please answer the following questions:**

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| **Action**: Describe specifically how mindfulness practices and/or mindful literacy and language are incorporated into your project to cultivate and support a learning community.  |
| **Rationale:** Fully state your **rationale** for the project. Why is this work important? |
| **Responsibilities/Timeline**: Identify a series of **action steps** you will take to complete your project. Next to each step, identify person(s) **responsible** for carrying out that task. For each step also identify your **timeline** (during what month(s) you plan to complete each step). |
| **Evaluation:** What **data** will you collect that shows the impact of your project on teacher and student learning? How will you document student learning? Teacher learning?  |
| **Resources:** What resources will you need for this project? What costs, if any, will be incurred? What are possible sources of funding for needed resources? |