

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)

Please answer the following questions:

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?