

HST 572 Program Plan (40 points)

Assignment: Prepare a proposal for a program that the Lower Bladen Columbus Historical Society can offer to 8th graders in UNCW's five county service area. The program must meet NC Standard Course of Study curriculum objectives and utilize the Mack Munn collection. The program plan must utilize visitor research and historical research. It must be feasible for implementation before the last day of exam week. The plan needs to include the following:

Introduction

- Title of program
- A 100-word description of the proposed program and how it responds to community needs.
- An overview of the program. What is it? A film? A web site? A history-in-a-box? A classroom program? A tour? A lecture series? Lesson plans? Instructional DVD? A combination of these? How will it work?

Narrative

- A description of how the proposed program responds to a community need or needs. What will be the outcomes of this program?
- A discussion of the scholarly research or assessment of similar programs that shows this program will be successful.
- A description of how the proposed program will be evaluated.
- A discussion of how the program will be promoted.

Timeline and Budget

- Project timeline: What tasks should be completed at what time? How many people, working in what capacities, will be meeting these benchmarks?
- Program budget (not to exceed \$500 in materials or travel)

Excluding the Timeline and Budget, this plan should not exceed 5000 words.

Program Plan Grading Criteria

This assignment will be graded using a document adapted from the Michigan Humanities Council Grant Score Sheet (the original is available at <http://www.michiganhumanities.org/grants/index.php>):

1. Scope and Focus [10 points]

Score: ____

- * Does the proposal fit with the goals and themes of The Mack Munn Project?
- * Does the project make use of appropriate scholarly research?
- * Does the proposal specify the changes the project will produce in the audience?

2. Project Activities [15 points]

Score: ____

- * Is the project physically and economically accessible to all segments of the community?
- * Are the project activities appropriate for the community?
- * Will the project activities serve the goals of the project?
- * Does the proposal specify the resources to be created?
- * Does the proposal give a time line or calendar specifying the activities and responsible people for implementing the project?

Score: ____

3. Project Planning, Personnel, & Management [15 points]

* Is the project planning and management sufficient to ensure the project will be implemented as planned?

* Is the budget complete and without mathematical errors?

* Does the budget itemization match the budget form?

* Are there appropriate plans for making the public aware of the project?

* Are the evaluation plans adequate and appropriate?

Total Score _____