**ID4001 SPECIAL PROJECT proposal form**

Please complete the sections below. There should be no more than 1500 words in the answers to sections A to G. Please provide to your dep rep by the stated deadline. You may expand the size of the answer-boxes in the table below if needed. Diagrams and pictures are welcome where appropriate. The letters link to the labelling of criteria stated in the marking scheme.

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| **Student ID/Name:** |
| **University Departmental Rep:** |
| **Special Project Title:** |
| **Dates of proposed project sessions:** |
| 1. **Introduction:** *This should provide an overview of the project topic, identify the educational context, and why this is a relevant topic for the class* |
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| 1. **Aims:** *Clearly state the educational aims of your special project. Bullet points are acceptable* |
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| **C & D) Educational Relevance:** *Identify what literature and other resources you used to motivate your project idea, and what topics from those papers are directly informing your proposed project* |
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| **E) Methodology:** *Clearly outline the lesson plan(s) with timings for individual sections of the lesson plan(s). Include brief details of any experiments and hands-on activities that you propose to include* |
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| **F) Project evaluation and feedback:** *Identify the methods you intend to use to evaluate the success of your project and gain direct feedback* |
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| **G) Potential Issues:** *Identify challenges or issues that might affect the successful completion of the project. For each challenge or issue, identify what can be done to mitigate the risk* |
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| **H) Potential Risks:** *Notes: Identify in the tables below any hazards or risks that could accompany your special project.* | | | |
| **Environment** | | ***Hazards involved with environment must be considered*** | |
| **Hazard *(s)*** | **Risk*(s)*** | | **Control Measure*(s)*** |
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| **Manual Handling** | ***Do manual handling activities take place?***  ***(Tick relevant box)*** | | | **NO**  **YES** | ***Move to next hazard -*** |
| **Hazard*(s)*** | | **Risk*(s)*** | **Control Measure*(s)*** | | |
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| **Chemical/Biological** | ***Are chemical or biological hazards involved? (Tick relevant box)*** | **NO**  **YES** | ***Move to next hazard -*** |
| **Hazard*(s)*** | **Risk*(s)*** | **Control Measure*(s)*** | |
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| **Working on or near water** | | ***Does the work involve being near or on water? (Tick relevant box)*** | | **NO**  **YES** | ***Move to next hazard -*** |
| **Hazard*(s)*** | **Risk*(s)*** | | **Control Measure*(s)*** | | |
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| **Lone, isolated or out of hours working** | | ***Is lone working involved? (Tick relevant box)*** | | **NO**  **YES** | ***Move to next hazard -*** |
| **Hazard*(s)*** | **Risk*(s)*** | | **Control Measure*(s)*** | | |
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| **Equipment** | | ***Will equipment be used? (Tick relevant box)*** | **NO**  **YES** | | ***Move to next hazard -*** |
| **Hazard*(s)*** | **Risk*(s)*** | | | **Control Measure*(s)*** | |
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| **Other Hazards** | | ***Have you identified any other hazards? (Tick relevant box)*** | **NO**  **YES** | |  |
| **Hazard*(s)*** | **Risk*(s)*** | | | **Control Measure*(s)*** | |
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| **(I) References: *Note:*** *List any peer-reviewed literature and other material that you have used. The references should be presented in a journal format relevant to your discipline and could be in an abbreviated form, as long as they are still clearly identifiable. (e.g. the style of the journal “Nature”)* |
|  |
| **Number of words** in the answer boxes A to G is |

This sheet is here primarily to help you plan for your special project. The feedback that you get from your tutor and mentor teacher on this sheet should be very useful. The submitted proposal also forms a small part of the assessment of your work on the module.