| [Title of UTOP Project] |
| --- |
| Organizer(s)/ Person(s) IC:Faculty/Staff Advisor:Project Date(s)/Duration:Project Proposed Venue:Target Audience: |
| Introduction |
| Introduction to activity. |
| project objectives |
| What does the workshop hope to achieve. |
| Lesson Plan |
| Time allocated | Activity/Tasks | Rationale of activity/evidence of SUTD’s unique pedagogy |
| e.g. 10 min30 min | Ice breaker activityPowerpoint presentation of challenge and brainstorming session. | To allow fellow group members to know each other better.Introduction to the challenge that is to be solved during the workshop. And to allow participants to brainstorm ideas within the group.Group discussion is a part of collaborative learning, that is often seen on SUTD’s cohort-based learning. |
| Itemized budget breakdown  |
| If you are requesting for funding of materials, please fill in this space with an itemized breakdown of your proposed budget. (Subject to approval)Please note that the budget is only used to fund teaching consumables and materials. Any leftover consumables or materials should be returned to the UTOP office.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S/N** | **Item** | **Cost** | **Quantity**  | **Sub-Total**  |
| 1 | e.g. Worksheets  | $0.50 per set | 10 | $5.00 |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
|  |  |  | **Grand total** |  |

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| Personnel |
| Team members – please indicate their roles (eg. student instructor, workshop facilitator) |

**Important points to note:**

UTOP is fully voluntary. At the end of the workshop/activity, student will be awarded a UTOP certificate and participation will be recorded in the Fifth-Row transcript upon successful completion of 26 contact hours.

Contact hour is defined as **teaching interaction**. Up to 1/3 of the total contact hours can be considered towards course preparation/admin work.