

**EDUCATIONAL ENRICHMENT LEAVE OF ABSENCE (EEL)
Proposal/Rationale Guidelines**

Please ensure that you have carefully read the Denison Catalogue description for EELs before submitting the proposal to the Director of Off-Campus Study at frolickk@denison.edu

1. Cover sheet with:
 - a. Title of the project/plan
 - b. Student Name
 - c. D-Number
 - d. Anticipated graduation date/semester
 - e. Academic Major[s] [and minor[s] if applicable].
2. Abstract (150-250 words) summarizing the proposal.
3. Proposal narrative between 500-750 words (double-spaced, 12 point font) which includes:
 - a. the primary purpose of the EEL, including the questions to be explored, activity to be pursued or creative effort to be undertaken, and the project's/plan's goals;
 - b. a statement about why the EEL is the appropriate option to meet the goals;
 - c. if an internship is secured, include details about the internship, including verification that the internship will take place and the academic value of the internship as it relates to the major or program of study at Denison;
 - d. if credit is earned elsewhere is part of the EEL, details about where the credit will be earned, field of study, number of credit hours and verification from the registrar and/or department Chair that the credits will be applied to the major, minor, GE, elective category [ies].
4. A tentative work plan (e.g., week-by-week) covering the semester.
5. Bibliography of works and sources of information relevant to the project (as appropriate).