STEP 1: Login to MyWashburn
STEP 2: Click on the “Academic Success” tab.

STEP 3: Click on “WTE Declaration and Activity Plan Submission” link.
To view completed WTEs, please choose 'Archived' in the left navigation column. Completed WTEs are archived when the area director approves a completion request.

<table>
<thead>
<tr>
<th>Name</th>
<th>Preference Area</th>
<th>Date of Last Edit / Submitted</th>
<th>Major(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Frost, Whitney</td>
<td>Scholarly or Creative Activity TE</td>
<td>Last edit: 2012-05-10 13:06:04</td>
<td>Psychology</td>
</tr>
</tbody>
</table>

Activity plan not started.

New WTE Declaration  Add/Manage Activity Plan Templates
STEP 4: Click on “Activity Plan” link.
STEP 5: Add a FANTASTIC title. Make it amazing. What you enter here is what ends up on your transcript. Typos and all so be careful. Definitely do not make it generic ("independent study project", "senior exhibition").

FOR INTERNATIONAL EDUCATIONS WTEs: If you are participating in a study abroad program, the title of your Activity Plan is the study abroad program title"
STEP 6: The “Activity Description” should be a brief (1 paragraph) summary of all that you plan on doing for your WTE project. You want enough detail so that people would generally have an idea what activities you will be performing.
STEP 7: In no more than one paragraph, what do you plan on accomplishing as a result of your WTE project? Now is the time to sell your project!!! What great things are you going to do?
STEP 8: Here you want to create a timeline for the various activities of your WTE project. For each week of the semester, what will you be doing? No need for full sentences (e.g., “Week of February 20: collect information regarding XXX”). You want to cover the entire semester and end with your presentation (e.g., Day of Transformation).
STEP 9: Easy stuff. Complete the following items.
STEP 10: Select “Yes”

STEP 11: Click “Save.”

You will have officially completed the Activity Plan!!!