

Spring 2020 Senior Project Submission Guidelines

Senior Projects will be collected electronically for Spring 2020.

If you have questions, contact Hannah Stevens hstevens@coa.edu.

Format Instructions Choose one of the 4 project types listed below and follow steps a through f.

If your project is a combination of these types, contact Hannah to discuss formatting.

1. Written	2. Audio
scientific paper, poetry, short story, journal, novel, magazine publication, blog	podcast, music recording, interview, oral history
a. Title Page	a. Title Page
b. Abstract (or) Artist Statement (or) Description: brief summary of your process and findings (75-250 words)	b. Abstract (or) Artist Statement (or) Description: brief summary of your process and findings (75-250 words)
c. Project	c. Project -save audio files as .WAV -written explanation of the project (minimum 1 page) -supplemental material (optional)
d. Original Project Proposal (optional)	d. Original Project Proposal (optional)
e. Release Form	e. Release Form
f. Signature Form*	f. Signature Form*

3. Video	4. Artwork
YouTube channel, vlog, documentary, animation, movie/video/film	photography, sculpture, pottery, drawing, painting, printmaking, performance art
a. Title Page	a. Title Page
b. Abstract (or) Artist Statement (or) Description: brief summary of your process and findings (75-250 words)	b. Abstract (or) Artist Statement (or) Description: brief summary of your process and findings (75-250 words)
c. Project <ul style="list-style-type: none"> ▪ save video files as .MP4 ▪ written explanation of the project (minimum 1 page) ▪ supplemental material (optional) 	c. Project <ul style="list-style-type: none"> ▪ printed photographs of your artwork and/or exhibit ▪ written explanation of the project (minimum 1 page) ▪ supplemental material (optional)
d. Original Project Proposal (optional)	d. Original Project Proposal (optional)
e. Release Form	e. Release Form
f. Signature Form*	f. Signature Form*

*Signature Form

- Top portion completed and signed by you, the student.
- Have your project director(s) and academic advisor email Hannah (hstevens@coa.edu) certifying your project is complete and approved. These emails will act as e-signatures for the form.
- Hannah will complete the form and email it to the Registrar.

Submission Instructions

- Save documents as PDF (ideally combined into one PDF). However, it is ok if you have multiple files.
- Email PDF(s) to hstevens@coa.edu.
- *Audio and Video projects*: submit your .WAV and .MP4 files separately. If files are too large to email you can use GoogleDrive, DropBox or other means of file transfer.
- Completed **Release Form**.
- Include partially completed **Signature Form** (see ***Signature Form** directions above)

In order to receive credit: Hannah will email your completed signature form to the Registrar's Office, and you must e-mail your description/self-evaluation to registrar@coa.edu. This should consist of two paragraphs, the first should briefly describe your project and the second should be your self-evaluation. The description/self-evaluation is not included in the bound copy for the Archives but is included in your narrative transcript record.