

# Senior Project Submission Guidelines

Your senior project *must* be submitted in both **paper** and **digital** formats.  
 If you are going to be out-of-town during submission deadline, contact [hstevens@coa.edu](mailto:hstevens@coa.edu).

**Format Instructions:** Choose one of the 5 project types listed below and follow steps a through f.

<b>1. Written</b> scientific paper, poetry, short story, journal, novel, magazine, chapbook, zine	<b>2. Audio</b> podcast, music recording, interview, oral history
a. Title Page: project title, your full name, and your graduation year	a. Title Page: project title, your full name, and your graduation year
b. Description: brief summary of your process and findings (75-250 words)	b. Description: brief summary of your process and findings (75-250 words)
c. Project	c. Project -save audio files as .WAV and burn to disc -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*
<b>3. Video</b> YouTube channel, vlog, documentary, animation, movie/video/film	<b>4. Artwork</b> photography, sculpture, pottery, drawing, painting, printmaking, performance art
a. Title Page: project title, your full name, and your graduation year	a. Title Page: project title, your full name, and your graduation year
b. Description: brief summary of your process and findings (75-250 words)	b. Description: brief summary of your process and findings (75-250 words)
c. Project -save video files as .MP4 and burn to disc -written explanation of the project (minimum 1 page) -supplemental material (optional)	c. Project -printed photographs of your artwork/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*
<b>5. Website</b> ArcGIS StoryMaps, blog, website, app	
a. Title Page: project title, your full name, and your graduation year	
b. Abstract (or) Artist Statement (or) Description: brief summary of your process and findings (75-250 words)	
c. Project -Direct link to website -Screenshots of website (this is in case the link doesn't work in the future) -supplemental material (optional)	
d. Original Project Proposal (optional)	
e. Release Form	
f. Signature Form*	

**\*Signature Form**

- This must be signed by you, your director, and advisor before submission.

# Senior Project Submission Guidelines

- The Archivist is the final signature.
- **You will need two copies of the completed Signature Form**, one stays with your project and one goes to the Registrar's Office after submission. Either print off two copies of the Signature Form and have them both signed **OR** make a photocopy after all signatures are complete.
- **DO NOT** include Signature Form in your digital submission.

## Printing

- Single-sided is preferred, but double-sided is accepted.
- Print all photographs or images --regardless if color or black and white-- single-sided to prevent ink bleeding.
- Print on 8 ½" X 11" paper with a 1" margin on each side to accommodate binding.
- No staples, paper clips, or fasteners.
- Submit papers loose.

## Digital Format 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](mailto:hstevens@coa.edu).
- **DO NOT** include the Signature Form, which the archivist will sign as the final step during submission process.
- Audio and Video projects: submit your .WAV and .MP4 files separately. If files are too large to email you can use a USB drive, external hard drive, CD, GoogleDrive, or DropBox. File transfer may take time, so be prepared to wait until transfer is complete.

## Checklists

### Paper Submission (Please arrange your submission in the following order)

1. \_\_\_ Title Page
2. \_\_\_ Abstract (or) Artist Statement (or) Description
3. \_\_\_ Project
4. \_\_\_ Original Project Proposal (optional)
5. \_\_\_ Release Form
6. \_\_\_ Signature Page

### Digital Submission

1. \_\_\_ Title Page
2. \_\_\_ Abstract (or) Artist Statement (or) Description
3. \_\_\_ Project
4. \_\_\_ Original Project Proposal (optional)
5. \_\_\_ Release Form
6. \_\_\_

### In order to receive credit:

You must submit a copy of the completed signature form to the Registrar's Office, and 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.