

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 Hannah
hstevens@coa.edu.

Paper 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 scientific paper, poetry, short story, journal, novel, magazine publication, blog	2. Audio 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 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*

3. Video YouTube channel, vlog, documentary, animation, movie/video/film	4. Artwork 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 and burn to disc ▪ 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**

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

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.