



Proposal for Senior Project

Student and project information

Student last name (print clearly):

First name (print clearly):

Title of project:

Term in which project is to begin:

Anticipated date of completion:

The project must be completed within one year from the start date; after this time, credits will expire and no credit will be awarded.

Will you be doing extensive travel as part of your project? (Yes/No):

If yes, where:

Will you be doing research with human subjects? (Yes/No):

Contact information for the term in which the project is under way

Address:

Telephone:

Email:

Contact person who will know how to reach you

Name:

Address:

City:

State:

ZIP code:

Telephone:

Email:

Approvals

The Project Director's (and Co-Director's) approval indicates approval of the attached plan as worthy of three credits and commitment to oversee and evaluate the work. The Faculty Advisor's approval indicates approval of the attached proposal as appropriate for the student. The Student Advisor role is optional and informal; that approval is not required for credit.

Student signature

Date:

Project Director name and signature

Date:

Project Co-Director (if any) name and signature

Date:

Faculty Advisor name and signature

Date:

Student Advisor (optional) name and signature

Date:

Demystifying senior project proposals

1. Signatures. *The Proposal for Senior Project* cover sheet has spaces for the signatures of the Project Director(s) and the Faculty Advisor. These signatures are required to insure that your director and your advisor all understand and approve of your project. If you have an outside expert as your director you will need a COA faculty member, lecturer, or teaching staff as a backup director should there be any difficulties. There is also a place for an optional student advisor. Many students find it helpful to have a peer working with them over the course of their project. Student advisors do not evaluate senior projects and their signatures are not required for completion of the senior project.

2. The proposal. The proposal does not need to be a lengthy document, but it must cover all of the items listed below. The Review and Appeals Committee (R&A) has learned over time that if a proposal is vague, poorly written, or lacking certain elements, the project itself is likely to be problematic for the student. The chair of R&A will either review or assign a reader to review your proposal, checking that it is well written, carefully edited, carefully thought out, achievable in the time allocated, worthy of three credits, and of sufficient quality for senior-level work at the college. Discuss these issues with your advisor and project director(s).

3. Submitting the proposal. Once your proposal is complete and you have all of the required approvals, submit it to Barbara Carter. Her office is located on the first floor of Turrets.

4. Description. Include a full description of the project, background about why you chose this topic, how it is a fitting culmination of your interdisciplinary education, and what experiences or coursework have prepared you for this work.

5. Extensive travel off-campus. If your senior project involves substantial time off-campus, consult Review and Appeals to determine whether you are required to have a safety plan. If required, work with your project director and attach your completed safety plan and study-away emergency contact information to your proposal (forms below).

6. Research with human subjects. If your project includes research with human subjects, check with your advisor and the Ethical Research Review Board (ERRB) guidelines to determine whether your project needs ERRB approval. Approval can take 5 weeks or more during an academic term, so start early in your proposal process.

7. Academically engaged hours. All proposals must document 450 academically engaged hours (150 per credit). Time logs must be kept and will be reviewed (at mid-term and at termination) by the project director or a designated faculty member. Academically engaged time includes all research from reading to analysis, studio work, writing, editing, discussions, meetings about the project, and all preparation and time for performances or presentations related to the project.

8. Goals. State what you hope to learn from the project and what you hope to achieve by the time it is completed. You may separate educational goals from project goals; ideally the criteria for evaluation relate directly to these goals.

9. New learning. Identify what you will need to learn to do this project and how you will gain it. List resources in the bibliography; describe the background of any expert or resource person you expect to consult.

10. Audience. Deciding who the audience is for your work often helps answer questions about the style and format of your final product. In addition to what is archived with the college, consider how best to communicate your work to the people you wish to share it with. External presentation of work (exhibition, performance, publication, professional meeting, reading, web-based products, podcasts, and similar) is strongly encouraged but not required.

11. Final product. If your final product requires the use of a space or could interfere with a program on campus, obtain permission from the appropriate committee or administrator; if it requires significant expense, indicate your funding plan. You will submit your completed senior project to the college archivist for

permanent placement in the college archive; submission guidelines on the Registrar's page explain how to format and submit written, audio, video, or artwork projects. The college archivist is happy to help.

12. Role of the director(s). The director(s)' approval indicates familiarity with the project and willingness to supervise. Explain why they are appropriate, how they will assist you, and how often you will meet. Identify a backup director on the faculty or staff if your primary director is not formally associated with the college. One director should be identified as the person who will evaluate the project and submit a narrative evaluation to the Registrar's Office; spell out each director's role clearly. Students often engage other individuals — faculty and students — as resources, and are encouraged to acknowledge them in the final product.

13. Criteria for evaluation. List the criteria your director will use to evaluate the project for your transcript. They should relate to your goals and give the director specific measures: did you meet your goals; is the quality up to expectations for advanced work; did you learn what you needed to learn; was the project worth three credits?

14. Timetable. Indicate what you will do and when, including draft submission dates and revision time. The timetable is an agreement between you and your director(s) and an objective way to measure progress.

15. Bibliography or list of resources. List items you have consulted or expect to consult — books, articles, internet sites, laws, museum displays, films, computer manuals, and similar.

Senior Project Study Away — Emergency Contact Form

Submit with the senior project proposal if your project involves travel.

Name: _____

Phone: _____

Alternate phone: _____

Email: _____

Alternate email: _____

Permanent home address: _____

Country (or countries) where you will be traveling: _____

Exact dates of travel — from: _____

Exact dates of travel — to: _____

Every effort will be made to contact you for permission prior to speaking with your listed contacts. However, the college reserves the right to make contact in the case of an emergency in which you are incapacitated or in which the college is unable to consult with you directly. (Students often list a parent or guardian.)

Primary contact

Name: _____

Relationship to you: _____

Phone: _____

Alternate phone: _____

Email: _____

Alternate email: _____

Resides at your permanent home address listed above? (Yes/No): _____

If no, address of primary contact: _____

Secondary contact

Name: _____

Relationship to you: _____

Phone: _____

Alternate phone: _____

Email: _____

Alternate email: _____

Resides at your permanent home address listed above? (Yes/No): _____

If no, address of secondary contact: _____

Senior Project Study Away — Personal Health and Safety Planning

If you are traveling off campus as part of your senior project, answer the personal health and safety planning questions below, complete the Emergency Contact Form above, and obtain approval prior to having your course of study approved. You will also need to complete this to apply for expeditionary funds. Please provide a separate document addressing the following:

1. Provide your contact information and an alternate means of contact during your travel period.
2. Provide a comprehensive itinerary of your travel plans, including all locations you are traveling to, the dates you will be at each location, and your contact information at each location.
3. List the contact person for each organization or program you will be working with, or the on-the-ground contact at each location.
4. Who is your COA contact, and what is your plan for checking in and communicating with that person?
5. Who will you work with and inform should your plans change while away?
6. What is your plan for support while away? Who are your persons or team, and what are your personal practices or other options for support when things get challenging or if there are problems?
7. Identify any medical or mental health issues that you have experienced or are experiencing that will or could potentially affect your experience. What is your plan to address these issues prior to and during your project?
8. Who will you contact in case of an emergency or if you are having problems?
9. Identify any safety concerns specific to your project and indicate your plan to deal with them.
10. If you will be outside the United States: (a) Finances — how will you cover costs and handle money issues? (b) Communication — what methods will work where you are traveling, and have you checked that they will be effective? (c) Healthcare — what is your plan for health insurance coverage while away, and what will you do if you need medical attention? (d) What is your plan if there is a major natural or human-caused disaster while away — have you identified your embassy or other sources of support? (e) Do you need a visa or other travel documents, and what is your plan to address immigration issues?

Submit a document addressing the above points, along with the completed Emergency Contact Form, with your completed Senior Project Proposal. These travel plans need to be approved before final project approval can be given. Academic Services will forward your information to Student Life; once they have received and reviewed it, a determination will be made on approving your proposal. If you have questions or concerns, contact Student Life — they are happy to work with individual students to address concerns or help plan.