



105 Eden Street
Bar Harbor, ME 04609

TEL: 207-288-5015
FAX: 207-288-3780

PROPOSAL FOR SENIOR PROJECT

Student Last Name: _____ First Name: _____

Title of Project: _____

Term in which project is to begin: _____ Anticipated date of completion: _____

Project must be completed within one year from 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?

No Yes (circle one)

If yes, where: _____

Will you be doing research with human subjects?

No Yes (circle one)

SIGNATURES:

Student

Project Director
Signature of project director indicates approval of attached plan as worthy of three credits and commitment to oversee and evaluate the work.

Project Co-Director
Signature of project director indicates approval of attached plan as worthy of three credits and commitment to oversee and evaluate the work.

Faculty Advisor
Signature of faculty advisor indicates approval of the attached proposal as appropriate for the student.

Student Advisor (Optional)

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

Address _____		

Telephone: _____		
Email: _____		
Contact information for a person who will know how to get in touch with you:		

Name _____		
Address _____		
City _____	State _____	Zip _____

Telephone: _____		
Email: _____		

DEMYSTIFYING SENIOR PROJECT PROPOSALS

Writing Senior Project Proposals

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 a director who is not a member of the college, you will need to have someone on campus serve as a back-up director should there be any difficulties with your off-campus director. 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.

THE PROPOSAL

The proposal does not need to be a lengthy document. It does need to 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, that 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. That person will check to make sure that your proposal is well written, carefully edited for spelling and grammar, indicates a good idea that seems carefully thought out, and can be completed within the time allocated. Most importantly, the reader will check to make sure that the project seems to be worthy of three credits and is of sufficient quality to be appropriate for senior level work at the college.

These issues should be discussed with your advisor and project director(s).

SUBMITTING THE PROPOSAL

Once your proposal is complete and you have all of the required signatures, it should be submitted to Barbara Carter, third floor, Turrets.

CONTENTS OF THE PROPOSAL

DESCRIPTION

This section should include a full description of the project. Also, you should give background information about why you chose to work on this topic or subject area, how it is a fitting culmination of your interdisciplinary education at the college, and what experiences or course work has prepared you to undertake this work.

ADDITIONAL REQUIREMENTS FOR EXTENSIVE TRAVEL OFF-CAMPUS

If your senior project involves substantial time off-campus, you should consult Review and Appeals to determine if you are required to have a safety plan for your work. If required, please work with your project director and attach your completed safety plan and a study away emergency contact information to your senior project proposal. Those forms are located at the end of this document.

ADDITIONAL REQUIREMENTS FOR RESEARCH WITH HUMAN SUBJECTS

If you are planning to include research with human subjects as part of your senior project, then you must check with your advisor and the ERRB guidelines (<https://www.coa.edu/academic-services/errb/>) to determine whether your project needs ERRB approval. If you have any questions, please contact one of the members of the EERB. The approval can take 5 weeks or more during an academic term, so if needed this work should be started early in your proposal process.

ACADEMICALLY ENGAGED HOURS

All proposals must document **450** academically engaged hours (150 per credit). Therefore time logs must be kept and will be reviewed (mid-term and at the termination of the project) by the project director or designated faculty member. Academically engaged time includes all research from reading to analysis, studio work, writing, editing, discussions, meetings with your directors and others to discuss the project, and all preparation and time for performances or presentation related to the senior project.

GOALS

The goals are statements of what you hope to learn from the project and what you hope to achieve by the time it is completed. If you wish, you may separate these into educational goals and project goals. Ideally, the criteria for evaluation discussed later will have a direct relationship to these goals.

NEW LEARNING

In this section, you should identify what you will need to learn in order to do this project. You should describe how you would go about gaining this new learning. The printed or electronic resources you will consult should be listed in the bibliography. If you expect to consult with an expert or resource person, you will need to describe their background and/or current position.

AUDIENCE

Deciding who the audience is for your work is often an excellent way to help answer questions about style and format of your final product. In addition to what is archived with the college, you should consider how best to communicate your work to the people that you wish to share your work with. In 2018, 4 in 5 students had some form of external presentation of their work (exhibition, presentation to a group outside the school, presenting to trustees, performance, submitting work for publication, presenting work at a professional meeting, a reading event, web-based products, podcasts, etc.). Having a presentation of your work in the appropriate venue is strongly encouraged, but not a requirement of your senior project.

FINAL PRODUCT

If your final product requires the use of a space, or could interfere with a program on campus, be sure that you have gotten permission from the appropriate committee or administrator. Also, if it requires a significant amount of expense, indicate how you expect to find the funds you need.

You will submit your completed senior project to the college archivist for permanent placement in the college archive. There are Submission Guidelines located on the Registrar's Graduation Forms & Guidelines webpage (<https://www.coa.edu/live/files/935-sp-submission-guidelinespdf>) explaining the how to format and submit various types of projects (written, audio, video, or artwork). If you have any questions about this process, the college archivist is happy to help!

ROLE OF THE DIRECTOR(S)

The signature of the Director or Directors of this project indicates that they are familiar with it and willing to work with you in a supervisory role. In this section, you should indicate why they are appropriate for this role, how they will assist you, and how often you will meet with them. You should have a member of the college faculty or staff identified as a backup director if you have chosen a person not formally associated with the college as your primary director. Be cautious about having several people serve as primary directors. Even though there may be several directors, one of them should be identified as the person who will evaluate the project and submit a narrative evaluation to the Registrar's Office for your transcript. Also, unless you have spelled out each director's role clearly, there may be problems at the end of the project if these directors have different opinions about whether or not the project is complete or worthy of academic credit. In addition to

the directors and advisor, students often engage other individuals including other faculty and students as important resources during their senior project, and are encouraged to acknowledge them in their final product. There is a place on the signature page to have a student advisor sign, but this is informal and their signature on the final document would not be required for credit.

CRITERIA FOR EVALUATION

The criteria that your director will use to evaluate the project for your transcript should be listed. The criteria should relate to the goals you have for the project. The criteria give the director specific measures to use to determine such things as: did you meet your goals, is the quality of the completed project up to what is expected for advanced work at the college, did you learn what you needed to learn in order to do the work, and was the project worth three credits?

TIMETABLE

The timetable should indicate what you are going to do and when. It should include the date when you will have drafts or examples of your work submitted to your director(s) and the time that you will spend revising the work. The timetable serves as an agreement between you and your director(s) about how the project will be conducted. It gives you and the director an objective way to measure your progress throughout the project.

BIBLIOGRAPHY OR LIST OF RESOURCES

In this section, you should list the items that you have consulted or expect to consult in order to accomplish your work on the project. These sources can range from such varied items as books, articles, Internet sites, laws, museum displays, films, to computer manuals. Since the work that you will do will result in three academic credits, it is expected that your project will involve some research or other preparation. The bibliography or list of resources demonstrates what you will use to begin this preparation.

ONLINE INFORMATION ON SENIOR PROJECTS

1. This document: <https://www.coa.edu/live/files/82-seniorprojectproposalcoversheetpdf>
2. Library's Senior Project Submission FAQs: <https://www.coa.edu/library/college-archive/senior-projects/>
3. Registrar's Graduation Forms & Guidelines: <https://www.coa.edu/registrar/graduation-forms-guidelines/index.php>
 - a. Senior Project Submission Guidelines: <https://www.coa.edu/live/files/935-sp-submission-guidelinespdf>
 - b. Senior Project Signature Form: <https://www.coa.edu/live/files/940-sp-signature-formpdf>
 - c. Senior Project Release Form: <https://www.coa.edu/live/files/918-sp-release-formpdf>

Senior Project Study Away Emergency Contact Form

Submit with senior project proposal

STUDENT INFORMATION

Name: _____

Phone: _____ Alternate Phone: _____

Email: _____ Alternate Email: _____

Permanent Home Address: _____

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

Exact dates of travel: FROM _____ TO _____

Contacts in Case of Emergency

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

PRIMARY CONTACT NAME: _____

Relationship to you: _____

Phone: _____ Alternate Phone: _____

Email: _____ Alternate Email: _____

Resides at your permanent home address listed above (circle one): Yes or No

If no, include address of primary contact: _____

SECONDARY CONTACT NAME: _____

Relationship to you: _____

Phone: _____ Alternate Phone: _____

Email: _____ Alternate Email: _____

Resides at your permanent home address listed above (circle one): Yes or No

If no, include address of secondary contact: _____

Senior Project Study Away Personal Health and Safety Planning Form

If you are traveling off campus as part of your senior project, you will need to answer the personal health and safety planning questions below, fill out the Senior Project Study Away Emergency Contact Form, and have 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, what 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, your personal practices or other elements/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 what your plan is to deal with them.
10. If you are going to be outside the United States what is your plan for the following:
 - a. Finances - What plans have you made to cover costs in another location? How will you handle money issues?
 - b. Communication - What methods will work where you are traveling? Have you checked to ensure they will be effective?
 - c. Healthcare - What is your plan for health insurance coverage while away? What will you do if you need medical attention?
 - d. As a citizen of X country what is your plan if there is a major natural or human caused disaster while away? Have you identified where your embassy or other sources of support are?
 - e. Have you identified if you need a visa or other travel documents? What is your plan to address immigration issues?

Submit a document addressing the above points along with a completed **Senior Project Study Away 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 your information, we will determine if we can approve your proposal. If you have any questions or concerns, please contact Student Life. They are happy to work with individual students to address concerns or to help plan.