Senior Project Proposal Format Guidelines

This is a guideline for writing your senior project proposal. With feedback from your advisor, you will adapt these elements as best fits your proposed project. Make sure to write professionally using academic language, watch for errors, use proper grammar, and fully support and explain the elements of your proposed project. Keep in mind that your proposal is due by the end of October, and the project must be completed and presented to faculty three weeks prior to graduation. It is recommended that you meet with your advisor to decide on a project in spring quarter of your junior year. Previous proposals are available for review in the Communications Department office.

**FORMAT OF THE PROPOSAL**

<table>
<thead>
<tr>
<th>Student name</th>
<th>Phone</th>
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<tbody>
<tr>
<td>Faculty Project Advisor</td>
<td>Email</td>
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In paragraph format, using the following subheads, describe and outline your senior project:

1) **PROPOSED PROJECT:**
   
   Provide approximately one paragraph stating the objectives of the project you are proposing. This paragraph should state the specific goals, elements, and outcome(s).

2) **BACKGROUND INFORMATION:**
   
   What skills (learned in your academic tenure) and related coursework will you bring to this project? Avoid simply listing out courses without noting the relevant skills or information useful for the project. You may also include what led you to this idea.

3) **RESPONSIBILITIES:**
   
   Delineate the specific elements of the project that you will be directly responsible for. This is particularly relevant if proposing a joint project.

4) **TIMELINE:**
   
   List the deadlines for the project and what will be accomplished by each deadline. Be specific here.

For example:

- **October 30:** Proposal submitted for faculty approval
- **November 7:** Finalize schedule for the event
- **November 14:** Recruit all volunteers for the dinner
- **November 17:** Create flyer
- **November 29:** Have design created
- **December 3:** Call all participants
- Etc......
- **April ___:** Prepared for project presentation
5) **BUDGET:**
Anticipate costs and how they will be covered. Any costs involved in the project should appear as part of the proposal. Students may secure underwriting for a project from outside sources. If so, identify where that income will come from. In addition, many students take on projects for agencies or businesses having an established budget for a project. In this case provide an outline of this budget it.

6) **CHALLENGES:**
What challenges do you foresee and how do you plan to prepare for these potential challenges?

7) **EVALUATION:**
Students are required to find an outside professional to evaluate their work. Who and how will you obtain this evaluator? Provide the name and contact information. You may have more than one evaluation as long as one of the individuals is someone from the field of your project focus.

8) **OUTCOMES:**
How do you foresee presenting your project to the faculty and your peers: display boards, PowerPoint, television or other media, etc.

9) **SUBMISSION:**
Many senior projects are undertaken as projects for local businesses or agencies along with projects having publication potential. To whom or where will you submit your project when completed (beyond the department).