

# Coe-Brown Senior Project

## Guide to Proposal, Submission, and Approval

### 2023-2024

#### Getting started:

- To begin, please accept the invitation to the Class of 2023 Senior Project Proposal Classroom. There, under Classwork, you will find an individualized copy of the proposal for you to review and complete.
- If you are not sure whether or not your project will make the cut, please be diligent and think carefully when filling out the proposal. Most project proposals which were not accepted this year, did not appear to demonstrate 25 hours of meaningful, individual, work. If you are concerned, please reach out to your Advisor for feedback before submission.
  - With few exceptions, pair or group projects are rarely accepted. It is a requirement of the senior project to produce individual work and, historically, pair projects have not been deemed as feasible examples of 25 hours of work for each individual. If you're considering a pair/group project, please plan carefully, talk to your advisor, or email the committee with any questions or concerns in advance.

#### Preparation:

- When you're ready to submit your proposal, please make sure you have been thorough and looked it over carefully. This is an opportunity to practice presenting yourself and your ideas to a faceless group, so be diligent about editing and making a good impression.
- Please make sure you have considered all of the aspects of *how* you plan to complete your project. The committee does take note of proposed projects where students have clearly not thought through the necessary supplies or tools for execution. The committee may ask for more clarification if this is not covered in your proposal.
- Also, be aware that proposed projects which will take place on school grounds will need to be run by a number of people to get it on the school calendar. While you will need approval from the Committee before you can get on the calendar, please be aware that once your project is approved you should start that process immediately.

#### Submitting:

- To submit your completed proposal, simply click "TURN IN." Once the committee has reviewed your application they will return ownership of the document to you so that you can include it in your portfolio.
- **The committee will begin accepting proposals May 8th**

### Approval and Re-submission:

- After May 8, with few exceptions, students can expect a 48 hour work day turnaround time for their approvals/committee feedback.
- Once your project has been reviewed, the document will be "returned" to you through the Google Classroom.
- Please check your Coe-Brown email for a response/feedback from the committee.
- It is IMPORTANT to note: **If the location of your project is proposed to be on the Coe-Brown grounds**, the committee's approval is based on the *plan* for this project being both feasible and appropriate. The committee's approval of the project DOES NOT secure approval of the project date or location in any official capacity with the school or on school grounds.
  - Administration *can* override our project approval if the project is not actually possible to complete at CBNA. In this case, the student should re-submit another idea for approval.
- If necessary, please review the concerns and/or suggested changes from the committee and edit your proposal before resubmission. The committee highly suggests running your updated proposal by your advisor at this point to ensure the best probability of getting it approved.
- To resubmit a proposal, either make necessary updates to your original document or address concerns and submit a new proposal. Once this has been completed, please click "RESUBMIT" to make the proposal available to the committee for consideration.
- Once your project proposal has been approved, please share the proposal document with your advisor ASAP for their records.

### Looking ahead:

- **Please remember that your project will need to be officially approved before June 9th to guarantee 48 hour feedback/approval before summer break.** After that, emails will be sent to students within a week with approval/feedback to account for committee members' summer schedules.
- If those students who submit early plan to propose a different project at any point later, they will need to do so through the committee. The same will be true for regular submissions and changes throughout next school year.
- Proposal submissions must be turned in on Google Classroom by the project proposal deadline next fall (date TBD) to be considered for pass/honors.

Please do not hesitate to reach out to the Senior Project Approval Committee at [seniorproject@coebrown.net](mailto:seniorproject@coebrown.net) with any questions or concerns.