**Proposal Template (remove)**

**\*\* Remove the directions AFTER you have completed the details for each section. You will want to make sure that you have answered all of the questions before removing them. BUT… please do remove the questions so that it is easier for me to grade.**

**TO:** Your teacher

**FROM:** Your Name

**DATE:** Assignment Due Date

**SUBJECT:** Senior Project Proposal

**Topic:** List your topic

**Overview:**  Write 3-5 sentences and briefly describe to me what your research and topic will be about. Think of it this way: If someone were to ask you what you want to learn and what you are researching about your topic, what would you tell them?

**Issue Question:**  1) What is your main issue question that you hope to answer through this process? It should be clearly defined and measurable. Your thesis statement will answer this research question.

2) You should also list supporting questions that you would like answered as you are working on discovering the answer to your big question.

Examples: If your topic is Global Warming, you might ask a research question like this: “Do mankind’s activities- especially burning fossil fuels to create energy- affect climate? How? Why? “

**Objectives:**  What goals do you hope to accomplish with this project and in this class? These can be personal goals or goals in your learning. Do not just focus on your project.

What skills or knowledge would you like to gain while in Senior Project? How will you know if you have been successful in this class? **This does not mean you necessarily made a good grade**, but personally, what will success be for you in terms of your learning and skill acquisition? Answer these questions in the objective section.

**Statement of Significance**: How is this project going to impact your life? Will you be gaining new knowledge, or is this an extension of prior knowledge?

Why do you think this project is important to your learning?

Why is the topic you chose important? Convince your audience that your topic and what you plan on doing for your entire project (which includes your community service and product) is worth it.

Tell your audience what about this project will be new to you. (Maybe it’s the assignments, the due dates, the research paper, completing community service, etc.)

**Plan: The purpose of this section is for you to begin planning ahead. Start thinking about the responsibilities that you have in life, work, school, etc. Will any of those responsibilities get in the way of completing work or your cs/js hours? This is your opportunity to begin organizing your priorities so that you know what to tell a mentor when they ask when you are able to meet.**

* When will you complete work outside of school? Do you have a job, athletics, other classes, responsibilities that will require time management? If so, when can you dedicate time to this project?
* Where will you be able to complete your work? (Do you have a computer at home? Access to the internet?)
* Who will you work with other than your mentor? Do you have a parent, sibling, friend or family member that can help you with your work? This might mean proofreading, brainstorming, transportation, etc.
* When will you meet with your mentor? How often will you be able to meet? Go ahead and look at a calendar and list dates that you will be available to work with your mentor in order to complete ten hours.
* What are your ideas for a product? Explain to me why you think this is the best idea for your topic.

**Requirements:**

How much time will your product take to complete?

How much money will you need to save for any supplies (gas, product, supplies)? Be realistic on the cost and the money (you will not be spending hundreds of dollars on a product).

Where will you obtain the needed items? Do some searching on the internet to get an approximate idea of the costs and materials.

**Problems and Solutions:**  Try to anticipate potential problems that might arise, and then tell me how you will work past them. Do not just tell me that you will try not to procrastinate or you will have time management. There are a lot of factors that go into being successful. How do you plan to overcome obstacles (illness, lack of transportation, work in other classes, a mentor that cannot meet with you, tough deadlines).

**Possible Mentors:**  You will need a list of at least **THREE** possible mentors. Go ahead and begin searching online for places you can begin calling or visiting to obtain a mentor. They do not need to be approved. You do not need specific names, but just businesses/locations and phone numbers. This is just a way for you to plan ahead so that you have a place to start when you begin searching for a mentor.

**Senior Project Teacher Approval:**  Your teacher’s signature will be the final stamp of approval on your document. Create a signature line for your teacher to sign.