

PROPOSAL FORMAT FOR SENIOR PROJECTS IN FINE ARTS

Please note the due dates for proposals: If you are graduating in May, proposals are due on the second Friday in February of your junior year. If you are graduating in December, proposals are due on the second Friday in October of your junior year.

Your proposal must contain the following information:

Heading: Your name
Area of discipline (program)
Faculty mentor [Note: while it is conceivable that more than one faculty member may contribute to the project, only one faculty member should be named.]

I. Title of proposed project.

II. Abstract (a brief account of your project, 200 word limit.)

III. Description (maximum of 1500 words , include a word count.) This should include your thesis statement and a detailed explanation and justification of the project and your ability to accomplish it. You should address the following points:

- What will be the final form and, if appropriate, medium of the finished project (a 30-page+ scholarly paper, 5 musical compositions, 12 photographs, etc.)?
- Why do you want to do this project?
- What is your background for undertaking this work?
- In what ways does your project relate to existing scholarship or artistic traditions?

IV. Timetable/plan to accomplish proposed work .

V. Appropriate supplemental materials: preliminary bibliography, cds, dvds, images, etc.

VI. Endorsement of faculty mentor.

SENIOR PROJECT GUIDELINES

Senior Project Information for Fine Arts Majors (to be distributed to all majors in the spring semester of their sophomore year).

The Senior Project is the Fine Arts equivalent of an Honors Thesis in other Departments, with several key differences:

- 1) Given the diverse disciplines encompassed by the Department, the range of proposed projects varies considerably.
- 2) The Senior Project is proposed in the semester immediately preceding the commencement of the project. Normally, the proposal is submitted in the second semester of the student's junior year but would be adjusted for students with advanced and delayed graduation dates. (See deadlines below.) It is approved by the entire regular faculty of the Department (full-time and 4/5 faculty). It continues throughout the student's academic senior year. Students who do a Senior Project register for 3 credits in the first semester of their senior year, but the grade posted for that semester is a GL (Grade Later), which is then changed at the completion of the project in the second semester.

DEADLINES: For students who are graduating in May, proposals are due on the **second Friday in February of their junior year**. For students who are graduating in December, proposals are due on the **second Friday in October of their junior year**.

IMPORTANT NOTE: If you determine for any reason that you cannot complete your Senior Project, you may withdraw up until the official deadline in the semester that you begin the project; **withdrawals cannot be permitted retroactively**.

Preliminary Procedures:

Students are expected to contact a faculty member to discuss their projects well in advance of submitting their proposals. Eligible faculty directors may be tenured, tenure-track, full-time non-tenure track, and 4/5 faculty).

Proposals will be circulated among the Fine Arts faculty, and a meeting will be scheduled with faculty and Senior Project candidates. (Students who are studying abroad must make alternative arrangements through their faculty mentors.) At the meeting, faculty may raise questions or offer suggestions about the proposal; the faculty will then vote to accept the proposal, accept the proposal contingent upon revisions, or reject the proposal for possible revision and re-submission. Proposals will pass based on a simple majority vote of those present at the meeting.

Any revisions to the proposal will be due within 2 weeks of the initial deadline. If

necessary, the faculty will then vote on whether to approve the revised proposal.

During the Project:

You must meet with your mentor on a regular basis throughout the course of the project; the number and scheduling of the meetings will be arranged by you and your faculty mentor.

At the end of the project:

Near the end of the second semester a date will be scheduled when you will be asked to present your results, either in the form of a lecture/talk, an artist's statement/exhibition, or a performance. This is open to the public: parents and friends are welcome and it is your opportunity to shine. This will be followed by refreshments, again open to all guests.

Either immediately following your presentation or shortly thereafter you will meet with a faculty committee of 3 (your mentor and 2 other faculty), along with any other interested faculty, to discuss your project. This "critique" is intended to be both friendly and helpful; it is a chance to recognize your accomplishments and provide an opportunity for questions.

The Fine Arts Department requires that all students who undertake a Senior Project leave a record of their work for our archives: this could take the form of a written document, a cd, a dvd, etc. Only when you have submitted this material to your faculty mentor will your final grade be posted.

SENIOR PROJECT CHECKLIST

Prior to project approval (second semester of junior year)

- _____ Meet with faculty mentor to discuss project
- _____ Craft proposal in consultation with faculty mentor
- _____ Submit proposal to Fine Arts faculty (second Friday in February for May graduations, second Friday in October for December graduations)
- _____ Meet with Fine Arts faculty to discuss project*
- _____ Revise proposal, if necessary, and submit revision

Following project approval (senior year)

- _____ Schedule and attend regular meetings with faculty mentor
- _____ Work on and complete senior project
- _____ Schedule final presentation date with Fine Arts faculty*
- _____ Present materials to faculty and guests*
- _____ Meet with faculty committee to discuss Project*
- _____ Create and submit record of results of Senior Project

*These steps must be undertaken in consultation with the student, the faculty mentor, and the Department Chair due to scheduling difficulties.