

Proposal Template

TO: Columbia High School Faculty

FROM: (Your Name)

DATE: (Current Date)

SUBJECT: Columbia Senior Project Proposal

Topic: (1 or 2 words telling your topic choice, i.e. Decorative Wood Carving)

Overview: (3-5+ sentences briefly describing what your project will look like.)

Research Paper Question: What is the big question you hope to discover through this process? Your paper should answer the “So What?” of your project. It should argue a point, propose a solution, or elicit a change in belief. You should also list other questions you would like answered as you are working on discovering the answer to your big question.

Project Significance: Why is your project worth doing/learning? How will it benefit yourself and a larger community? What do you hope to learn? Is it new knowledge or an extension of prior knowledge? Convince us that this project is a worthy one.

Goals/Objectives: Identify at least 3 goals that you want to accomplish with this project. At this point what do you see the final product or experience being? How will you know if you have been successful?

Plan: Explain the what, when, where, how long, with whom [other than mentor, this will come later], etc. When will you meet with your mentor? How often? When and how will you complete your service hours? What days will be set aside for working on your project? How many hours per week will you need to complete to be finished by presentation time? Be detailed; this will show that you've thought it through and are realistic in what is to be done. This section, and the next one, may take some initial preparation. The more you put into the planning now, the more likely you will gain approval and have a successful experience with your project.

Requirements: Time, money, materials, equipment, facilities, and/or assistance by others. Be realistic on the cost and the money. Where will you obtain the needed items or funding? Do some initial footwork to get an approximate idea of cost and materials.

Problems & Solutions: Try to foresee the possible problems that might arise, and then attempt to plan for them. Do your best to predict the problems you may face so you are not blindsided by them as the time for presentations approaches.

Possible Mentors: You will need a list of at least 3 possible Mentors. You don't have to have them approved yet, just that you have thought about who would be a good candidate. Be sure to include the Mentor's name & qualifications. Utilize the community!

Parent/Guardian Consent: _____ Date: _____

CHS Advisor Approval: _____ Date: _____

(Once you have your advisor teacher's signature, you may consider your proposal accepted and begin work. You will want to work closely with your Advisor to meet all aspects of Senior Project.)

Columbia High School SENIOR PROJECT PROPOSAL RUBRIC

	ABOVE PROFICIENT	PROFICIENT	BELOW PROFICIENT
OVERVIEW	<ul style="list-style-type: none"> ◆ 3-5+ sentences of a clear and defined description of project 	<ul style="list-style-type: none"> ◆ 3-5 sentences of basic explanation of project 	<ul style="list-style-type: none"> ◆ Less than 3 sentences ◆ Project description is weak, unclear, or missing information
RESEARCH PAPER QUESTION	<ul style="list-style-type: none"> ◆ Research question is clearly defined and measurable with several supporting questions 	<ul style="list-style-type: none"> ◆ Research question is clearly defined with a few supporting questions 	<ul style="list-style-type: none"> ◆ Research question is unclear, is not measurable, and does not list any or very few supporting questions
PROJECT SIGNIFICANCE	<ul style="list-style-type: none"> ◆ Student shows a genuine interest in the project and a clear vision ◆ Project is ambitious and challenging ◆ Details how the project will be beneficial to student and a larger community 	<ul style="list-style-type: none"> ◆ Student shows a genuine interest in the project ◆ Project is reasonably ambitious and challenging ◆ Lists how the project will be beneficial to student and a larger community 	<ul style="list-style-type: none"> ◆ Reason for choice of project and interest in subject are unclear/missing ◆ Project does not appear to be adequate learning stretch
GOALS AND OBJECTIVES	<ul style="list-style-type: none"> ◆ Identifies at least 5+ measurable learning goals ◆ Learning goals are challenging, well focused, and relevant 	<ul style="list-style-type: none"> ◆ Identifies 3-5 measurable learning goals ◆ Learning goals are reasonably challenging and relevant 	<ul style="list-style-type: none"> ◆ Learning goals are unclear, missing or immeasurable
PLAN	<ul style="list-style-type: none"> ◆ Plan specifically details the who, what, where, when, and how long required for student success 	<ul style="list-style-type: none"> ◆ Plan answers the details of who, what, where, when and how long required for student success 	<ul style="list-style-type: none"> ◆ Plan is missing or unclear on the details of who, what, where, when and how long required for student success
REQUIREMENTS	<ul style="list-style-type: none"> ◆ Time, money, materials, etc. are clearly defined and realistic ◆ Clearly defined preplanning of how and where to acquire resources 	<ul style="list-style-type: none"> ◆ Time, money, materials, etc. are listed ◆ Some preplanning of how and where to acquire some resources 	<ul style="list-style-type: none"> ◆ Little to no planning for time, money, materials, etc. ◆ Estimates are unrealistic
PROBLEMS & SOLUTIONS	<ul style="list-style-type: none"> ◆ Attempts to anticipate all likely problems and obstacles and offers possible solutions for each 	<ul style="list-style-type: none"> ◆ Attempts to anticipate some problems and obstacles and offers possible solutions for each 	<ul style="list-style-type: none"> ◆ Anticipation of problems and obstacles are unclear, weak, or missing
MENTORS	<ul style="list-style-type: none"> ◆ Listed 3-5 possible mentors detailing each of their qualifications 	<ul style="list-style-type: none"> ◆ Listed at least 3 possible mentors and lists their qualifications 	<ul style="list-style-type: none"> ◆ Less than 3 possible mentors listed where mentors are unqualified, or qualifications are missing/unclear
PROFESSIONALISM	<ul style="list-style-type: none"> ◆ Complex sentences ◆ No grammatical and spelling errors ◆ 12 pt., Times New Roman font 	<ul style="list-style-type: none"> ◆ Complete sentences ◆ Minimal grammatical and spelling errors—not distracting ◆ 12 pt., Times New Roman font 	<ul style="list-style-type: none"> ◆ Incomplete sentences used ◆ Grammatical and spelling errors are distracting ◆ Proper size and font not used

Project Proposal is: **ABOVE PROFICIENT** **PROFICIENT** **BELOW PROFICIENT**

***If any portion of the proposal is BELOW PROFICIENT, a new proposal must be submitted before approval**

