



Senior Project Proposal Directions

1. The student will contact the Faculty Mentor for their program or concentration to discuss the subject matter for your senior project. If you are not sure of your faculty mentor, please contact Career Services.
2. The student will write a Senior Project Proposal to describe, in narrative format, the guidelines, goals, learning and performance objectives of the senior project. **Download the example from the Career Services site.** Please keep in mind that the purpose of the Senior Project Proposal is to inform faculty and Career Services of what you propose to research - it should tell us what you're researching, how you're researching it, and what your goals for the project are. A good Proposal will be anywhere from five to eight pages long and will include the sections shown in the example mentioned above.
3. The student will submit their proposal first to their Faculty Mentor in order to obtain approval signatures, then to the Dean of the School of Arts & Sciences.
4. The student will deliver their proposal, complete with approval signatures, to the Career Services & Practicum Center to receive a **Senior Project Registration Form**.
5. The student will submit this registration form to the Registration Office in the Bendum Center.

Grades

The Faculty Mentor is solely responsible for grading your senior project. The Faculty Mentor will not submit a senior project grade unless they have received all completed paperwork and assignments. If you're not sure why your grade hasn't been posted, please first contact your faculty mentor to make sure all materials were received - and **always** keep extra copies!

Students have **one calendar year** (365 days) from the date of registration in which to complete/compile research, prepare the final project, and hand in all materials to the faculty mentor. Extensions are not granted for senior project. All students wishing to take Senior Project are advised to check with financial aid prior to registering - **financial aid policies may restrict this time period.**

PLEASE NOTE: Please be advised that research involving human subjects, such as conducting surveys, interviews, and/or questionnaires must first obtain approval from the Institutional Review Board (IRB) of MSU. Completing the IRB requirements may take a considerable amount of time. Students who wish to use this type of research are advised to plan well in advance. More information about the IRB can be found on the MSU website.

If you have any questions or need further assistance, please do not hesitate to contact us or drop by our offices, located in the Student Life House, right beside the Bendum Center. Available hours are Monday through Friday, 8 am - 12 pm and 1 pm - 5 pm.

It should be noted that the Senior Project Proposal is separate and distinct from the actual Senior Project. Be sure to review the **Senior Project Guide**.

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