

Senior Project Letter of Intent

Your letter of intent will allow you to organize and present your plan for completing your project. Although the letter is addressed to the Senior Project Advisory Board, you will find that writing it really helps you to clarify your own goals and plans.

You must have an approved Project Proposal form before you write your letter.

Focus Questions to Address

- What exactly do you plan to do? This is the introduction to your proposal. It should be a brief description of your project.
- Why are you doing this project? What motivated you to choose this particular project?
- Who will benefit from your project?
- What skills, knowledge, experience, and personal qualities do you have that will help you complete this project? What do you know and what can you do already that will help you complete this project?
- What do you expect to learn from this project? Include both what you will learn in technical knowledge about a topic or area your project covers, and what general skills you will acquire by planning and completing a major undertaking on your own.
- How will this project represent a learning stretch? Will you be acquiring new skills, or taking previously acquired skills to new levels? Or a combination? Explain this.
- How will you fund or find resources for your project? Explain in detail how you will pay for the costs of your project. Include a budget if necessary.
- What obstacles or challenges do you predict in pursuing your project? What strategies will you use to overcome them?
- What ideas do you have for your research paper and how do they connect with your project? Give at least two possible research topics.
- How does this project connect to your field of study and/or post-high school plans?

Your letter of intent must meet these format requirements:

Title Page	<ul style="list-style-type: none"> • Title of Project • Student Name • Date • Teacher's Name
Conventions and Presentation	<ul style="list-style-type: none"> • Address your letter: Dear Senior Project Advisory Board. • Page number on each page, bottom center • Complete sentences • Paragraphs delineated by indentation or line spacing • Capitalization, punctuation, and spelling correct • Grammar correct. Do not use contractions. Do not use second person "you." • Tense is consistent • Word-processed in a 10-12 point readable font • Appropriate use of white space: double spaced with one-inch margins
Sections	<ul style="list-style-type: none"> • Title page • Three full pages (750 words minimum) responding to focus questions • Proposed Timeline (follow the template)