

Checklist for Final Project Submission

The final projects will be collected and bound. Student work may be showcased at alumni events, used for admissions tours and open houses, and shared with later seniors as they plan their projects. They may be preserved in the Library or in the Archives. As such, you will want your project to be something you'll be glad to show your peers and that you won't be ashamed to see when you return in ten or twenty years. This final submission will be part of the legacy you leave at Sandy Spring Friends School and should show your very best effort. Be sure to submit your draft to your faculty mentor for comments. Then revise and edit carefully.

The final project submission should include **a paper and an electronic copy** of the following items from the student's project: the final approved proposal, a carefully revised and edited reflection essay, and a copy of the student's presentation. These presentation materials should include handouts from slide shows, reproductions of exhibited artworks or engineering projects, photographs, and other items used during the student's project presentations. Students may also include copies of pages from their reflection journals if they feel they are important to show their growth and development during the course of the project.

You can use this checklist to make sure that your final project submission contains all the required elements.

- Signed Senior Project proposal
- Thoughtfully revised and carefully edited Reflection Essay
- Presentation materials
- Other significant project materials

Please print these on high quality paper in Times New Roman, twelve point font. Present them to the committee either double sided or single sided and bound with a binder clip. Do not include folders or sleeves of any kind.

This final project submission is due to the Senior Project Box in the Upper School Office by noon on June 9, 2010. You may submit the electronic copy on CD or send it to SrProjects@ssfs.org. If you submit an electronic copy online, you still must bring a paper copy to the US Office by noon on June 9, 2010. Be sure to include your name on the CD you provide.