

Date received in office _____

Reviewed by Staff _____

CIS Individual Major – Integrative Senior Project – Class of 2019

- Read “Planning Your Successful CIS Senior Project.”
- Meet with your advisor to agree on
 - the description and scope of the project, and what the final product will be;
 - what your supporting research question(s) will be;
 - which fall semester course(s) will serve as your preparation, OR a plan for IS 391;
 - an outline of your work plan for the spring semester; and
 - the criteria and/or a rubric for evaluating the project.
- Submit the plan by email and the signed cover sheet to the CIS office by Monday, October 1.
- Completed Senior Projects must be submitted to advisors by Wednesday, May 1, 2019.
- Completed Web Portfolios must be viewable, on the CIS website or on the Pages server, by Monday, May 6.

Name _____ Individual Major Advisor _____

Title of Individual Major _____

Summary Description of Individual Major:

Title of Integrative Senior Project: _____

Student signature _____

Date

Advisor signature _____

Date

Submit this signed sheet to the CIS office no later than Monday, October 1, and send your complete project description and plan as an email attachment to cis@stolaf.edu. We will confirm back to you and your advisor by October 8, along with any questions or concerns.

Describe the Project

1. Attach a 1-page description of your integrative senior project and its goals, including
 - the key question or questions driving the project and your supporting research,
 - the final product or set of products that you will submit to your advisor in May,
 - how the project builds on and integrates your courses and other work in the major, and

- the project's contribution to your individual major area of study.

Describe the Plan

2. Attach a 2-semester work plan for your senior project. Make sure it includes the following:

Semester I (Fall 2018)

- Which course(s) in the fall semester will help prepare you for carrying out your senior project.*
Explain how you will incorporate that work into your Senior Project during the spring semester.
If you are using the Senior Project I (IS 391) option in the fall:
Include a week-by-week plan for the fall semester, including intermediate and semester-end goals, and criteria for the P/N evaluation.
- Your schedule for meeting with your advisor in the fall semester.*
How often will you meet? What have you agreed will be the goals for these meetings? If you are studying off campus, how and how often will you communicate with your advisor?
- Your research plan and a preliminary reading list or selected bibliography.*
Consult with your research librarian: What research strategies will serve you best? List your first research steps, and identify first readings or other sources. When will you meet with your librarian? How will you present your research results in your project and/or your web portfolio?
- Other resources* (human, technological, other) you might need. Do you need IRB approval?
- Your intermediate and semester-end goals for your web portfolio.*
Will you have special technical or support needs – for example: graphics, sound, copyrighted/fair use materials, privacy issues? (Remember that the portfolio represents the whole of your individual major, not just the Senior Project.)

<p>PLEASE NOTE: You must have a <u>functioning basic web portfolio no later than Tuesday, November 6</u> in order for the CIS to register you for IS 392.</p>
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Semester II (Spring 2018 – IS 392: Senior Project II)

- An outline of your plan for the second semester, including monthly and mid-semester goals.*
All senior projects are due May 1. You will submit a week-by-week version of this work plan at the end of the fall semester.
- Your planned schedule for meeting with your advisor in the spring semester. Your plan for meeting with your research librarian and for continuing research.*
- A description of what you will submit on May 1.*
What format(s) will you use to present your project? Will it have several different components? Will it include a performance, exhibit, public talk, or other ephemeral aspect? What part(s) will you add to your web portfolio?

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- d) *A preliminary plan for what you will select for public presentation.*

Who/where is your most appropriate audience for your public talk in April? Will you need to make any special arrangements (location, equipment, etc.)? What will you feature on your poster for the CIS poster session?

Plan for when to use the Speaking Center to prepare and practice your public presentation.
Review best practices for presenting academic posters.

- e) *The criteria you and your advisor have agreed on for evaluating your senior project and all its parts.* What materials or other evidence will your advisor be able to share with the Faculty Certification Committee in May?