

Upper Iowa University

Senior Project Learner Guidelines

Organization Contact Information: Fill out this form with the appropriate information. Submit it to the Senior Project Faculty member for approval.

Project Paper: 15-20 pages, addressing a new initiative, need, situation, issue or problem identified by the learner by contacting an organization (business, community organization, agency, school, learner's employer, etc.) or by searching the literature in your major.

To consist of:

1. **Description of a new initiative, need, situation, issue or problem, and identification of an organization.**

Plan 1. You will need to identify an organization that deals with the issues of your major. Find a contact person in the organization and discuss your assignment with that person. You will need to have an understanding of the organization itself in order to do problem solving. Make sure that your contact person understands that you will send him or her a copy of your paper and an evaluation form. The evaluation form needs to be filled out and returned to the UIU Center at the end of the project.

OR

Plan 2. Identify a new initiative, need, situation, issue, or problem that exists in your major area of study. Utilize information that is publicly available to define the focus of the paper. Also identify an organization that might benefit from the solution that you will develop.

2. **Background information**—including a literature search, interviews etc. utilizing at least 10 different references cited in A.P.A. style in your paper and listed in your reference list. Investigate the background of the new initiative, need, situation, issue, or problem that you have identified. Use current references citing them in A.P.A. style. You may also want to interview experts in the area.
3. **Proposal of at least two solutions or recommendations.** After analyzing the information you have collected, propose at least two solutions or recommendations for the new initiative, need, situation, issue, or problem. Identify each one in a separate section of the paper.
4. **Evaluation of the solutions or recommendations and choice of the primary solution or recommendation with a rationale for that choice.** Evaluate your proposed solutions or recommendations. Decide which one best addresses your new initiative, need, situation, issue or problem. Give a detailed rationale for your choice. Be sure to address all the areas that you will be evaluated on. Consult the evaluation form for your major.

5. Format:

- Two copies (plus one copy for the organization), typed, double spaced, using a 12 pt. font
- Header in the upper right hand corner of each page with last name and page number
- One inch margins on all sides of the page
- First page of the paper, upper left corner, name, title, major, date, your center
- Cite sources using A.P.A. within the paper
- Reference list using A.P.A
- No binders or report covers—staple upper left corner

Project Presentation:

Prepare a 10-15 minute presentation for the class or for your instructor. The presentation should focus on the main points of your paper. It should not be read. Use appropriate visual aids. Power point presentations are acceptable.

Evaluation

Your instructor will use the score sheet specifically designed for your major to evaluate your paper and presentation. Your grade will be determined by this evaluation. A second evaluator must concur on the acceptability of the paper.

Organization Evaluation

Plan 1. You are responsible for making sure the organizational contact returns the evaluation form. This form will not be used in the calculation of your grade.

OR

Plan 2. Send your paper and the evaluation form to the organization that you have identified. Include a cover letter that introduces your paper and your assignment. Ask that your paper be routed to the appropriate person. Request that the person complete the evaluation form. Include a stamped envelope addressed to your Senior Project Faculty member at your center.

If a rough draft of your project has not been received by your instructor by the end of the fifth week of the term, you will be administratively withdrawn from the course.

