



## **Presenting your Midpoint Proposal concept in writing**

***The Final Thesis Project Proposal must include the following in this order:***

- Cover Page
  - Name
  - ID#
  - Discipline
  - Date of Midpoint Review
  - Time of Midpoint Review
  - Title/Topic of Final Thesis Project
- Autobiography Narrative (150 words maximum)
  - Personal experience
  - Work experience
  - Educational experience
  - Career goals
- Resume
- Abstract
- One Page: summary of Final Thesis Project (included in proposal)

### ***Final Project Proposal***

- Define Final Thesis Project
- A clear statement of personal interest in this topic
- Background information on topic
- Form of Final Thesis Project
- Proposed medium/quantity/size (if relevant)
- Time Line (by semester) Students should plan their project over a minimum of 3 full semesters (not to include intersessions). Students should complete their Final Project on time, as they must present it at Final Review at the end of their last semester.

### ***Conceptualizing your proposal***

- Seek support from your department and/or departmental advising faculty to ensure that your proposal is appropriate. The exploration should go into enough complexity to be a graduate thesis but have a realistic scope that can be accomplished in the time allotted. It should not be too ambitious or too simple. Check with your department to make sure your proposal is going in the right direction.
- Your proposed project should challenge your abilities and push your skills but not be outside of your ability to complete it.

- Speak to your department and/or departmental advising faculty at least one semester before your Midpoint Review. You will need to be proactive in seeking guidance. If you do not know who to speak with, ask your academic advisor.
- Remember that eventually in your final review, you will be judged not only on the quality of your work but on how well your work accomplishes the goals outlined in your Midpoint Review. If your project develops in a direction away from your proposal, follow the protocol for amending your proposal. Do not go into the final review with a final body of work that does not satisfy your Midpoint proposal.

### ***Writing your proposal***

Your proposal will be judged on the challenge and quality of the final project, the level of critical thinking and problem solving, and substantial artistic exploration. In addition to all departmental requirements, be sure to address the following issues.

- What will be accomplished? Write specifically what you will do, in enough detail for the panel to understand your intentions.
- How will it be accomplished? A clear, detailed plan for how you will go about completing your project.
- Demonstrate a high level of critical thinking and problem solving demonstrates thorough, extensive research.

For example, an advertising or graphic design proposal would include extensive market research, detailed knowledge of target audience and demographics and competitor analysis. It would include a definition of the challenge and propose a well-considered solution.

A Fashion Merchandising proposal would include similar analysis of the market and demographics of the target audience, as well as cost estimation based on actual suppliers in the manufacturing process. A Motion Picture & Television proposal would not be complete without budget analysis for filming, crew, equipment, etc. It documents how you will access these resources and how you will finance the project.

Other proposals should include travel expenses, materials, tools, locations, and any other specific requirements. Keep in mind that these are only examples and be sure to see departmental guidelines for further expectations.

- Explain in enough significant detail for the committee to understand the thesis project. Be very specific and clear about your intentions.
- Demonstrate both convergent and divergent thinking. Show how your project meets department specifications, balanced with a unique approach that differentiates your project from others.