

Final Project Proposal Assignment

Introduction: For this assignment, you will submit a 2-3 page proposal for your final project.

Goal: The goal for this assignment is for you to articulate your plans for the final project so I can determine if you are focusing on a topic that will achieve the assignment requirements.

Organization: each proposal should include the following sections:

1. *Introduction:* first, identify your specific audience by name (the company, the college, the organization, etc.), and explain the problem that your proposal is addressing. If you are choosing a topic that is provided on the assignment sheet, describe the problem in your own words. If you are creating a topic of your own, explain it thoroughly.
2. *Explanation:* provide concrete and specific details regarding why you are interested in this topic.
3. *Qualifications:* detail your experience as related to the topic you are choosing and explain how that relates to the project. This section should include both any specific qualifications you have related to the topic of the proposal (if you have any) to your personal qualifications that may be of assistance to you as you complete the project.
4. *Research Plan:* describe where you will look for your research including the specific databases you will use from MCC's library, what types of research you hope to find, what questions you hope to answer with your research, and *why* you will make those choices.
5. *Timeline:* provide a tentative week-by-week schedule of what you are going to do for this project from the week after the proposal is due until the final project due date.
6. *Overview:* explain why you think you will gain from working on this specific topic.

Format: follow block format and include the sections listed above as headings. That means single spaced with double spacing between sections.

Attach: your assignment as a word doc or a pdf

Grading: the assignment is worth 50 points. See the rubric following the assignment for grading details.

Grading Rubric: Final Project Proposal

	Excellent	Average	Approaching Average	Failing
Format and Structure	-format with appropriate spacing, numbering, and headings are employed without error	-format with appropriate spacing, numbering, and headings are employed with minimal error	-format with appropriate spacing, numbering, and headings are employed with multiple errors	-does not employ appropriate format
Content	- introduction, explanation, qualifications, research plan, timeline, and overview sections include all relevant ideas and details -expresses all information expertly -organization is logical and purposeful -uses transitions appropriately	-- introduction, explanation, qualifications, research plan, timeline, and overview sections include all relevant ideas and details though may not be expressed as clearly as excellent example -organization is logical	-- introduction, explanation, qualifications, research plan, timeline, and overview sections include some ideas and details, but some may be irrelevant, missing, or confusing -organization is confusing or absent	-missing significant content -organization prevents understanding
Language	-uses professional and formal language throughout -demonstrates control of the conventions with no errors	-uses professional and formal language throughout -demonstrates basic control exhibiting occasional errors that do not hinder comprehension	-language is informal or inappropriate -demonstrates emerging control, exhibiting frequent errors that make comprehension difficult or indicate a lack of understanding of conventions of grammar	-language is informal or inappropriate -demonstrates minimal or no control of conventions