

Graduation Project Letter of Intent Guidelines

Due Date: _____

FOCUS: The letter of intent introduces the topic proposal to the Graduation Project Advisory Committee. Because the Committee will approve or deny the topic based on the letter, it is extremely important the student write a letter that clearly provides the following information. The Graduation Project Proposal Form should be attached to the letter of intent when submitted.

Does the letter of intent:

- ♦ follow correct business letter form and is it addressed to the Graduation Project Advisory Committee?
- ♦ clearly state the topic?
- ♦ clearly explain why the topic was chosen?
- ♦ clearly state the focus of the research paper?
- ♦ state the sources of information the student plans to use for the paper?
- ♦ state the relationship between the paper and the project hours?
- ♦ use correct English, spelling, capitalization, and punctuation?
- ♦ contain the student's signature?

The Graduation Project Letter of Intent will be:

- ♦ submitted to English III teacher who will assess the letter for grammar & mechanics.
- ♦ submitted to the Graduation Project Advisory Committee for topic approval. Approval or suggestions for adjustments to the topic will be indicated on the returned letter.

Provide a brief description of a possible Product that will connect your research?

Completed in English III

