

Senior Capstone Project – Proposal Format

Your street address
City, State, Zip Code
Date

Capstone Administrator
Baker Charters Academies & Early Colleges
2725 Seventh St
Baker City, OR 97814

Dear Capstone Administrator:

In this paragraph, describe the general area of interest for your project (step 1 of page 5 above) and why you are interested in this area. Next describe the process you went through for narrowing the subject area to a specific topic (step 3 of page 5 above). Why does this topic interest you?

Begin this paragraph with a transitional sentence showing the relationship between your subject/topic and the actual proposed project. Then describe your project. Give it a name that we can all use as a reference. What project strand did you select and why? Describe what project will be, what it will entail, who's involved, potential costs, potential time spent, and possible resources you will utilize. If you are proposing a community service or internship, identify what organization or company you will be working with.

In this paragraph, describe what you already know, your experience that may apply, or areas of accomplishment that may be relevant, etc. Explain why this proposed project will be a stretch for you. Describe what areas you are not familiar with and what skills and knowledge you expect to acquire and how you expect to acquire them.

In this paragraph, describe how the proposed project connects to your post-high school endeavors. Discuss briefly what impact you anticipate this project may have on you or your community.

Sincerely,

Your signature goes here

Type your full name
Senior – Student,
List the name of the school you are attending

Enclosures (3)

Note: The enclosures you will need to include with your Proposal are the; Senior Capstone Project Synopsis, Senior Capstone Project Parent/Guardian Consent/Liability Release Form and the Senior Capstone Advisor Commitment Form. These forms are provided below.