

FACULTY GUIDE TO SENIOR PROJECT

Advising a Senior Project

- Registering: Students need to have completed 96 credits and to have moderated into the appropriate program. A student must enroll in 2 consecutive semesters of Senior Project and earns 8 credits upon its completion.
- Meetings: Weekly tutorial conferences with senior advisees are expected. (If students miss their conference or fall behind in their work, faculty should contact the Dean of Studies.
- Midway Board: Midway boards, which review a student's work on the project and make recommendations for how to proceed with research and writing, should be held at the end of the first semester of Senior Project. They should not be postponed until the second semester.
- Length: Although there is no rule for the length of a project, many programs expect a certain amount of material or number of pages. Faculty should check with program directors about expectations.
- Composition of Board: A Senior Project board is made up of an adviser and two other members of the Bard faculty (a fourth member can be added, if necessary, and not all board members need come from the student's program). In some programs, Senior Project boards are constituted by the program or division; in others, students choose their board members. Faculty should check with their program directors.

Due Date of Senior Project

- The submission due date for senior projects is set three weeks prior to the last day of scheduled classes. In the Division of the Arts, due dates for performances or showings are determined by the divisional faculty concerned. Although most students finish their projects in the spring semester, some students begin and complete Senior Project on the half-year.
- Extensions: Submission of a project later than the due date is extraordinary and a student must secure permission from the Faculty Executive Committee not later than one week prior to the due date. The request must be made in writing and include a supporting statement from a student's adviser. Extensions are rarely granted.
- Late Penalties: The grade for a late project may be lowered one letter. Projects submitted late without permission should automatically be lowered.
- Failed Projects: Students can fail Senior Project. Students who do so must undertake an entirely new project and re-enroll for two semesters of Senior Project. They may do so on a part-time basis.

Submission of Senior Projects

- Students completing a written project need to submit on the due date:
 - Four completed copies of the project (One copy will be retained for submission to the library and should not be bound but placed in a 11x13" manila envelope or otherwise neatly and effectively held together.) The three other copies are to be distributed to Senior Project board members in bound form.
 - Two copies of the title page of the project
- Students completing a project involving an installation, performance, show or film need to submit:
 - Two copies of a typed page with the project title and name of adviser
 - Brief synopsis (1-2 paragraphs) of the project: what the student did and what he/she was hoping to accomplish.
 - A program or invitation, if circulated.

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Grading of Senior Projects

- At the end of the board meeting, the student leaves the room. In some programs, the faculty vote on a grade. In other programs (and divisions) a meeting of the entire program or division occurs at the end of the semester and all project grades are determined comparatively.
- A student who wishes to elect a pass/fail grade must state so to the Board at the beginning of the meeting. Students cannot elect this option at the end of the Board meeting. The project adviser plays an important role in helping the student arrive at such a decision.

For more information on Senior Projects, students should be directed to *The Student Handbook* pp. 180 & 260
For more information on Senior Projects, faculty should consult *The Faculty Handbook*, II.B

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