



<b>Final Project Checklist – Fall 2021</b>		
	Timeline	Notes
<b>Submit Final Project Contract to IMP and register for IMP-X 490.</b>	During Fall 2021 registration.	Download the form from our website and submit to the IMP office in person (Lindley 201D) or via <a href="mailto:imp@indiana.edu">imp@indiana.edu</a>
<b>Attend senior meeting.</b>	Early Fall 2021.	This meeting is mandatory – look for an email regarding scheduling. You will speak with Professor Williams in greater depth about the deliverables expected for your particular project (e.g., whether an analytical essay is required or not, etc.).
<b>Meet with your sponsor(s) to go over timeline.</b>	ASAP	Make arrangements with your sponsor(s) ASAP regarding timeline expectations for your final semester. Do NOT wait until the week your project is due to IMP to submit to your sponsor(s) for the first time! Once they have approved all components of your project, ask your sponsor(s) to sign a final project approval form (available on our website).
<b>Complete and document your project.</b>	Per sponsor-approved timeline.	
<b>Submit documents to sponsor(s) for feedback:</b> <ul style="list-style-type: none"> <li>• Project itself</li> <li>• Analytical essay (if required)</li> <li>• Retrospective statement</li> <li>• Final list of IMP courses</li> </ul>	<b>Suggested deadline:</b> <b>Oct. 21, 2021</b>	
<b>Complete any revisions requested by your sponsor(s) and re-submit for their approval.</b>	<b>Suggested deadline:</b> <b>Nov. 04, 2020</b>	
<b>Submit all final project documents to IMP:</b> <ul style="list-style-type: none"> <li>• Project itself</li> <li>• Analytical essay (if required)</li> <li>• Retrospective statement</li> <li>• Final list of IMP courses</li> <li>• Final project approval form(s)</li> <li>• Student and sponsor schedule info</li> </ul>	<b>Deadline:</b> <b>Nov. 11, 2021</b>	Submit all required documents by 5:00pm on the deadline. Email to <a href="mailto:imp@indiana.edu">imp@indiana.edu</a> . Please do not email any components directly to your committee members – IMP will assemble and distribute your portfolio to the appropriate parties.
<b>Attend your final project review.</b>	Nov. 15, 2021 – Dec. 17, 2021	Reviews are scheduled for 90 minutes. Date and time will be assigned based on the scheduling information provided.
<b>Complete any revisions requested by your final project review committee.</b>	Deadline assigned at time of review.	The committee may require revisions and pass you once they are satisfactory. In most cases the revisions can be accomplished quickly and will not delay graduation.

Questions? Email [imp@indiana.edu](mailto:imp@indiana.edu), call 812-855-9588, or stop by the office in Lindley Hall 201D.