



<b>Final Project Checklist – Spring 2022</b>		
	Timeline	Notes
<b>Submit Final Project Contract and register for IMP-X 490.</b>	ASAP	Download the form from our website (or pick up from the office) and submit to the IMP office in person (Lindley 201D) or via <a href="mailto:imp@indiana.edu">imp@indiana.edu</a> . Include a copy of the final project proposal that was approved at your mid-program assessment.
<b>Attend senior meeting.</b>	Early Spring 2022	This meeting is <b>mandatory</b> – 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>Establish a timeline for completing your project with your sponsor(s).</b>	ASAP	Make arrangements with your sponsor(s) ASAP regarding timeline expectations for your final semester. <b>Do NOT wait until the week your project is due to IMP to submit to your sponsor(s) for the first time!</b> 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: March 10, 2022</b>	
<b>Complete any revisions requested by your sponsor(s) and re-submit for their approval.</b>	<b>Suggested deadline: March 31, 2022</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: April 07, 2022</b>	
<b>Attend your final project review.</b>	April 11 – May 06, 2022	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.