



Carteret County Schools Graduation Project **LETTER OF INTENT/PRODUCT PROPOSAL GUIDELINES**

After you have selected the project topic, the next step is to write a personal business letter to the Graduation Project Advisory Committee. The letter will identify the topic you intend to study, the reason you chose the topic, the method you will use to research the topic, and your awareness of the consequences of plagiarizing. NOTE: The sixth edition of the *MLA Handbook for Writers of Research Papers* defines plagiarism as “using another person’s ideas or expressions without acknowledging” the source and as “intellectual theft” (Gibaldi 66). See the page on plagiarism along with the Ethical Commitment to the Graduation Project that you have received.

Guidelines when composing your letter include:

- The letter needs one-inch margins all the way around
- Use 12 point, Times New Roman font
- The body of the letter is single-spaced and double-spaced between paragraphs.

The letter of intent should briefly describe:

1. The topic of your research
2. The reason you chose the topic
3. The method you will use to research the topic
4. The current level of your expertise on this topic
5. The learning you intend to master – the learning stretch
6. The product you intend to create to demonstrate what you have learned
7. A statement of your understanding and compliance with the Ethical Commitment of the Graduation Project

The outline on the following page provides a paragraph-by-paragraph framework for the Letter of Intent.

Advisory Committee approval means you may begin your Graduation Project work.