

Writing a Letter of Intent

Once you have decided what you wish to do for your Senior Project, you should formally declare your project in a business letter. This letter will also be available to the Senior Project Committee and will become part of your Portfolio. Please follow the guidelines below:

Your return address

(Four spaces)

Address your letter to your English teacher at your high school's address

Dear (insert English teacher's name):

Use block paragraphing: meaning, leave one blank line between paragraphs

Paragraph One: Describe the general area of your interest and your background, if any, in this area.

Paragraph Two: Explain what your research paper will cover and mention any sources that you might use.

Paragraph Three: Describe what you will do for your physical Product and explain the connection between this Product and the paper. Include a statement as to the costs that may be incurred by doing this project.

Paragraph Four: Tell whom your mentor will be or how you plan to obtain a mentor (an adult qualified to help you in that field). Identify your faculty advisor.

Paragraph Five: Declare your understanding of plagiarism and its consequences.

(Double space)

Closing

(Four spaces- within which you sign your name)

Typed Name

Your letter must be typed and turned in on time. You will receive a reply from your English teacher as to whether or not your topic has been approved, denied, or needs modification.

See sample letter on next page.

Sample Letter of Intent

123 Any Street
New Port Richey, FL 55555
September 19, 2006

Mrs. Talented Teacher
1234 Graduation Road
Success High School
Pasco City, FL 55555

Dear Mrs. Teacher:

The purpose of this letter is to inform you that I intend to research and present a project on teaching. I will focus on the laws and practices surrounding the education of children with Attention Deficit Disorder (ADD).

I will begin by finding material in our media center and on the Internet. I may need to go to USF to utilize their research materials in order to obtain enough information to write a well-researched and well-documented paper. I will also include the information from my mentor who will help by giving me actual experience in the classroom with students who have ADD. I will also ask the school psychologist to grant me an interview for additional information.

The connection between my research and project will be to work with an ESE teacher at Smith Elementary School. I hope to develop lessons and help teach students who have been diagnosed with ADD. I do not anticipate many expenses with this project, but any expenses that do arise I will be able to handle without hardship.

I have already contacted Mr. Ed Educator, an ESE teacher at Smith Elementary School, and he has consented to be my mentor for my Senior Project. In addition, Mr. Wise has agreed to be my faculty advisor.

I understand that plagiarism is the unlawful claiming of another person's work as my own. I also understand that any incidents of plagiarism will result in an automatic failing grade. I will include original thoughts and cite others' works when I find it necessary to use their ideas. In addition, I will display ethical behavior in all aspects of the Senior Project including all information and data that is provided to my teacher or other authority figures involved in this project. Failure to do so may jeopardize my English grade and/or graduation.

Sincerely,

Pauline Pasco