

# SPAM 1

## Senior Project Advisor Meeting 1



SPAM 1 must take place between **Tuesday Feb 16 and Wednesday February 26** . The meeting should be **20 minutes or less**.

There are 3 goals for Senior Project Advisor Meeting 1.

1. For the SP advisor to become acquainted with you and your topic of interest
2. To further refine or redirect your research question and topic focus
3. To discuss your working bibliography, and for the Senior Project advisor to recommend any further research/reading that will help you get started.

Assessment:

All SPAMS will require an advisor signature and date or they will not be considered complete.

All SPAMs will be assessed on a pass/fail basis.

Guiding questions to ask your SP advisor for SPAM 1:

1. Research questions should be clear, focused, concise, complex, and arguable. How well does my research question stack up against this criterion, and in what ways can I improve it?
2. How appropriate are my sources to my topic of interest?
3. Can you recommend any additional sources or reading material that will move me forward in my research?

### For your SP advisor

How focused and appropriate is the candidate's research question? (Research question should be clear, focused, concise, complex, and arguable).

*Circle one*

Very focused      5                      4                      3                      2                      1                      Not Focused

How appropriate are the sources in the candidate's annotated bibliography to the scope and breadth of the project (10-20 page research paper)?

Very Appropriate      5                      4                      3                      2                      1                      Inappropriate

How comfortable are you as an advisor with the candidate's preparation and resources to move forward with this topic?

Very Comfortable      5                      4                      3                      2                      1                      Uncomfortable

**Any additional feedback:**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### **Tips for talking with your advisor:**

1. See your advisor during office hours ONLY. Know their office hours and abide by them. The phrase “well, after school doesn't really work for me” doesn't really work for your advisor.
2. Your advisor is intended to have roughly 2-3 hours of contact with you over the course of the project (they are content advisors only, and will assist you on the conceptual framework, but NOT the proofreading, etc). Please be conscious of their time.
3. Be respectful always. These folks are going out of their way and finding time in their already full schedules to help you improve and refine your work. Please let this understanding always frame the interactions you have with your advisor.

### **Tips for a finely crafted email to your SP advisor:**

1. Use a kind and formal greeting (not the Elliott Saslow greeting: “yo dawg, what's shakin?”) Be nice. People like to do things for nice people.
2. Explain that you're excited to have them as your SP advisor. They may not be your first choice (you both know this if its true...) but in most cases they have looked over your work and are interested in your ideas. Share the excitement of working together on this project with them, 'cause they're pumped to be with you!
3. Explain your research topic. Lead with your research question, and explain how and why you narrowed your focus down to this point. If you are struggling to focus your question, share this with your advisor as well – they will be able to help you a great deal with scope, depth, and focus. Also, consider sharing with them your deepest, darkest fears (about the paper), they can help assuage your panic as well. (You can start by reviewing your abstract)
4. Tell them a bit about how far along you are in your research. They have the copies of your question and annotated bibliography, but don't know to what extent you've really engaged in these sources and thought about them.
5. **Request a meeting sometime in the next week to talk about some ideas.** If you do not know their formal office hours, ask them for this information (check their DP first). Share with them your schedule for meeting times, and some things you would like to talk about with them (if you're stuck on this one, consider refinement of your question or help with a few extra sources on your topic). *Note: you will have specific objectives for this meeting that are touched on above.*
6. “Thank you,” not “Word.”  
- your name.
7. Trade letters with someone who is done. **YOU MUST DO THIS.** Make sure your letter is formal, to-the-point, gracious, and appropriate. What is fully evident to you may not be clear to someone who is hearing it for the first time, so be sure to have someone look over your letter before you press send and notice you spelled “but” with two t's.