▪ **PROJECT CENTER ACADEMIC YEAR 2023-2024 CALENDAR** ▪

**▪ Dates and Deadlines Subject to Changes ▪**

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|  **Month**  | **Event/Submittal Deadline**  | **Event Date/ Submittal Deadline**  | **Time**  | **Event/ Submittal Location**  |
| **September**  | **Fall Workshop 2023** | Wed 9/27/23  | 3:40 PM–5:45 PM  | **Campion Ballroom**  |
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| **October**  | Project Agreement (Exhibit D), Photo Release & Project Room forms DUE | Friday 10/6/23  | 4:00 PM  | Send forms to Project Center, by email or bring to BANN 344  |
| **Joint Session 1.** **Dean Shukla: Diversity &** **Inclusion** | **TBD** | 3:40 PM – 5:45 PM  | **TBD**  |
| **Joint Session 2. Jeff** **Spaulding OMG The** **Secret to Project Success is Hidden in Plain Sight** | **TBD** | 3:40 PM – 5:45 PM  | **TBD**  |
| **Joint Session 3.** **Rachael Brown: Ethics**  | **TBD**  | 3:40 PM – 5:45 PM  | **TBD**  |
| **Project Budgets DUE**  | Friday 10/20/23  | N/A  | Turn in to Project Coordinator  |
| Last Day to turn in October Reimbursements  | Tuesday 10/31/23  | 4:00pm  | Send forms to Project Center, by email or bring to BANN 344  |
|  **November**  | **ENSC** Team Interviews  | **TBD**  | 3:40 PM – 5:45 PM  | **TBD**  |
| **CEE** Team Interviews  | **TBD**  | 3:40 PM – 5:45 PM  | **TBD**  |
| **ECE** Team Interviews  | **TBD**  | 3:40 PM – 5:45 PM  | **TBD**  |
| Project Team Photos DUE (3+ photos)  | On or Before Wednesday 11/15/23  | 4:00 PM  | Turn in to Project Center electronically  |
| Last Day to turn in November Reimbursements  | Wednesday 11/29/23  | 4:00 PM  | Send forms to Project Center, by email or bring to BANN 344  |
| **December**  | **Mid-Year Survey**  | On or before Wednesday 12/6/23  | 4:00 PM  | Online / in-class  |
| Last Day to turn in December Reimbursements  | Wednesday 12/20/23  | 4:00 PM  | Send forms to Project Center, by email or bring to BANN 344  |

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|  **Month**  | **Event/Submittal Deadline**  | **Event Date/ Submittal Deadline**  | **Time**  | **Event/ Submittal Location**   |
| **January**  | **ME** Team Interviews  | Please refer to your course syllabus  | **TBD**  | **TBD**  |
| Last Day to turn in January Reimbursements  | Friday 1/26/24  | 4:00 PM  | Send forms to Project Center, by email or bring to BANN 344  |
| **February**  | **CS** Team Interviews  | Please refer to your course syllabus  | **TBD**  | **TBD**  |
| Last Day to turn in February Reimbursement Receipts  |  Thursday 2/29/24  | 4:00 PM  | Send forms to Project Center, by email or bring to BANN 344  |
| **March**  | Project Team Photos DUE (3 – 5 photos)  | Friday 3/1/24  | 4:00 PM  | Send to Project Center by email  |
| Projects Day Program Paragraphs DUE  | Please refer to your course syllabus for the deadline  | **TBD**  | Turn in to Project Coordinator  |
| Last Day to turn in March Reimbursement Receipts  | Friday 3/29/24  | 4:00 PM  | Send forms to Project Center, by email or bring to BANN 344  |
| **April**  | Last Day to turn in April Reimbursement Receipts  | Tuesday 4/30/24  | 4:00 PM  | Send forms to Project Center, by email or bring to BANN 344  |
| **May**  |  **Project Posters DUE**  |  **Wednesday 5/15/24**  | N/A  | **All poster content must be approved and reviewed by your sponsor/liaison, faculty advisor, and turned in to your Project Coordinator.**  |
| **Project 1-Minute Video DUE**  | **Wednesday 5/22/24**  | N/A  | **All 1-Minute Videos must be approved and reviewed by your sponsor/liaison, faculty advisor, and turned in to your Project Coordinator.**  |
| CEE and ENSC Project Reports DUE  | Please refer to your course syllabus for the deadline  | TBD  | Turn in to Project Coordinator  |
| Last Day to turn in May Reimbursement Receipts  | Thursday 5/30/24  | 4:00 PM  | Send forms to Project Center, by email or bring to BANN 344  |
| **Projects Day!**  | **Friday 5/31/2024**  | **12:45 PM – 5:15** **PM**  | **Sullivan Hall (SU Law School) & SINE, buildings.**  |
| **June**  | **End-Of-Year Survey**  | Before last day of class on **Friday 6/7/2024**  | TBD  | In Class/ Online  |
| Project Center Final Check-Out  | Friday 6/7/2024  | 4:00 PM  | Last day to turn in all receipts for reimbursements to Project Center by email and please contact the Project Center to return any SU property.  |

\*Please note the joint sessions may require the full-time block and end at 5:45pm

**\*Calendar is Subject to Changes\***