▪ **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\***