

## Checklist to Complete a Masters Project

**CURR385 Educational Inquiry, ECED385 Early Education SPED385 Special Education, STEM385 Stem, and EADM385 ELSD w/out Administrative Services Credential**

**Masters Project** (see <http://www.teacherscollegesj.edu/mastersproject-c66p> )

Each candidate will work with an advisor to determine an appropriate capstone project using the TCSJ Masters Project Guidelines found at the link above. The project will culminate in a written document suitable for an educational audience. This project will be presented to his/her master's committee for evaluation prior to graduation. The masters committee will include the candidate's advisor, two faculty members, a member of the greater educational community, and at least one fellow student. All materials for the Advisor and Masters candidate are available on the TCSJ website (see above).

### **Review the following documents:**

- Masters Project Guidelines
- Masters Project Proposal Form
- Faculty Advisor Agreement Form
- Masters Project Work Plan
- TCSJ IRB Research Protocol
- Guidelines for Human Subject Review

*A Masters Project Orientation is held on the last day of CURR345 Teacher Action Research, which is the last course in the Masters Core.*



### **The following steps need to be completed *before* a Candidate takes CURR384 Writing A Literature Review.**

- Select and contact an Advisor.
- Meet with Advisor to review the *Masters Project Guidelines and all Appendices*.
- Complete Faculty Advisor Agreement Form and make a personal copy. The original is given to Tammy Thornton, Graduate Studies, for the candidate's file at TCSJ.
- Discuss and confirm appropriate area of study with Advisor. Begin initial reading of research.
- Write a draft of Masters Project Proposal and share with Advisor to review before the meeting. Advisor takes final draft of Proposal to Dr. Sylvia Turner or Dr. Crescentia Thomas in the Graduate Studies Office for feedback, edits and to seek final committee approval.

- If approved, Advisor gives final Proposal to TCSJ Graduate Studies office (Tammy Thornton). If not approved, the Advisor works with Candidate to revise. The Advisor works with Dr. Turner or Dr. Thomas to seek final approval.
- Complete TCSJ IRB Research Protocol (see TCSJ IRB Guidelines for Human Subjects Review).
- Once the TCSJ IRB Research Protocol is completed and approved by the Advisor, have both the Candidate and Advisor sign, scan the document, and email to the Chair of the IRB, Dr. Sylvia Turner, [syturner@sjcoe.net](mailto:syturner@sjcoe.net)
- The Chair of the IRB will email the Candidate and Advisor the results of IRB approval.
- Develop a timeline and/or work plan to complete Masters Project with Advisor. Work plan should include dates for additional meetings, completion dates and steps needed to complete project.
- Review the Rubric for Masters Project to ensure that all expectations will be met.
- Continue collecting, reading and annotating appropriate research articles related to the area of study. Bring all annotations to CURR384 class sessions (suggest a minimum of 20 articles to start).

**Candidate takes CURR384 Writing the Literature Review and completes a literature review appropriate to the selected area of study.**

- Share Literature Review with Advisor.
- Complete Masters Project. Meet or communicate with Advisor on a regular basis.
- When Literature Review and Masters Project are complete, compile all documents.
- Candidate submits a final copy of project, along with a white binder to Graduate Studies Office (Tammy Thornton). A second read will be completed and required edits will be returned to candidate.
- Complete Final Reflection and include in project binder.
- Coordinate final presentation. The candidate is responsible for setting a date with Advisor and all committee members. The committee is comprised of: the Advisor, two faculty members (one of the candidate's choosing and one of the Advisor's choosing), a member of the greater educational community (selected by the candidate) and a fellow student (selected by the candidate).
- Once the committee is confirmed, the Candidate emails Tammy Thornton ([tthornton@sjcoe.net](mailto:tthornton@sjcoe.net) ) with the date and time of Masters Project Presentation. Tammy Thornton will email the candidate when a room has been reserved and the time confirmed.
- Submit final draft of project, with all required edits from the second reader completed, to Tammy Thornton, in the Graduate Studies Office.