



Checklist to Complete a Masters Project

Masters Project

Each candidate will work with an advisor to determine an appropriate capstone project using the TCSJ Masters Project Guidelines. 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.

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 CURR304 Applied Research Methodology.*



The following steps need to be completed *before* a Candidate takes CURR304 Applied Research Methodology.

- Select and contact an Advisor.
- Meet with Advisor to review the *Masters Project Guidelines*.
- Complete Faculty Advisor Agreement Form and make a personal copy. The original is given to the Graduate Studies department, for 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 the TCSJ Masters Project Advisory Committee for approval.
- Once approved, Advisor gives final, signed Proposal to TCSJ Graduate Studies office. If not approved, the Advisor works with Candidate to revise. The Advisor reconvenes a meeting for 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. Katie Burns, kburns@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 CURR304 class sessions (suggest a *minimum* of 20 articles to *start*).

Candidate takes CURR304 Applied Research Methodology 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 and follow all formatting guidelines (see Appendix H).
- Candidate should make one copy of project, place in white binder, and submit to Graduate Studies for a second reading. Complete any further edits required from second reader.
- 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 Graduate Studies at TCSJGradStudies@sjcoe.net with the date and time of your Masters Project Presentation, name of project, names of your committee members, and a request for any equipment needed for the presentation. A member of the Graduate Studies Team will email the candidate when a room has been reserved and the time confirmed.