

MASTER'S OPTION GENERAL GUIDELINES

Option 2: Project

School of Education
University of Houston-Clear Lake

Description of Options

Candidates wishing to earn a master's degree in the School of Education must complete one of four master's options. Not all options are available in all programs. Candidates should consult their advisors to determine which options are available to them and, when there is a choice, which option will best meet their academic goals.

The four master's options available are:

- OPTION 1: Master's Thesis**
- OPTION 2: Master's Project**
- OPTION 3: Master's Internship**
- OPTION 4: Master's Comprehensive Examination**

Option 1: MASTER'S THESIS. The master's thesis option is designed to allow candidates to conduct a research study related to the field of education. Master's thesis studies must adhere to educational research design principles, and the methodology may be qualitative or quantitative. It is generally expected that thesis studies will contribute to the knowledge base of the discipline and be of a quality that would permit publication in a scholarly journal. At the completion of the master's thesis study, the candidate will present a formal, bound report of the study to the University Library. (See Option 1: Master's Thesis for requirements)

Option 2: MASTER'S PROJECT. Although most master's projects are also research studies, this option is designed to allow candidates more flexibility in the type of research pursued. Master's projects generally involve the development of a product (curriculum, software, etc.). Research on the effectiveness of the product is generally a component of the master's project. (See Option 2: Master's Project for requirements)

Option 3: MASTER'S INTERNSHIP. The master's internship option is designed to provide candidates with hands-on experience in applying their knowledge and skills in an educational setting. Programs that allow the internship option include those leading to special licensure of professional certification. A product, demonstrating activities conducted during the internship, is required. It should be noted that some programs allow a candidate to take a practicum, but the practicum does not count as the Capstone Experience. Candidates should check with their advisors. On the next page is a table listing the options for the Capstone Experience in each program. However, it is recommended that candidates check with their advisors. (See Option 3: Master's Internship for requirements)

Option 4: MASTER'S COMPREHENSIVE EXAMINATION. The master's comprehensive examination option is designed to allow the candidate to take six additional hours of coursework and have a comprehensive examination replace the capstone course experience. There is a stringent set of rules and procedures governing the comprehensive examination. The candidate should work closely with her/his graduate faculty advisor throughout the process of successfully completing the comprehensive examination

Table 1: Options for the Capstone Experience

	Thesis	Project	Internship	Practicum	Comprehensive Examination
Counseling			✓	✓ ¹	
Curriculum and Instruction	✓	✓			
Early Childhood Education	✓	✓	✓		
Educational Management			✓		
Instructional Technology	✓	✓	✓		✓
Multicultural Studies in Education	✓	✓			✓
Reading	✓	✓	✓ ²	✓ ²	
School Library and Information Science			✓		

¹ COUN's Capstone Experience consists of BOTH the Master's Internship (COUN 6739) and the Counseling Practicum (COUN 5739).

² LLLS 6639 and LLLS 6732 serve in the capacity of an internship and practicum for Reading.

The following are requirements that go beyond any one of the options:

1. All four options require candidates to have a signed plan of study in their files in the Office of Academic Advising, B1231.
2. All four options require candidates to have a signed Master's Option Course Enrollment form in their files in the Office of Academic Advising, B1231.
3. Registration in any of the three capstone courses (Master's Project, Master's Thesis Research or Graduate Internship) requires the approval of the Associate Dean.
4. Before registering for Master's Project (EDUC 6839) or Master's Thesis Research (EDUC 6939), the candidate must have completed EDUC 6033 plus an additional 21 hours of approved coursework.

GENERAL GUIDELINES

Option 2: MASTER'S PROJECT

Six hours of project credit are required to satisfy Option 2: Master's Project and registration for project credit may not occur until a candidate has successfully completed EDUC 6033 and earned at least 21 additional semester hours toward the master's degree. The Faculty Advisor should ensure that the candidate has met all prerequisites.

Candidates must allow a minimum of two semesters in which to complete the process for approving the proposal and the application for the protection of human subjects, gathering the necessary data for the project, and completing the final project report.

Submission of a proposal for the project does not guarantee acceptance of that proposal, and candidates must allow sufficient time for necessary corrections as needed.

Candidates should enroll for project credit upon initiation of work on their project proposal under the direction of a faculty member. A ***Proposed Project Form*** (see Appendix 1), signed by the Project Supervisor, must be submitted prior to initial registration for project credit.

Candidates should register for three semester hours the first semester that they begin work on their project and registration must continue for three semester hours each long semester following the initial registration until the project is completed, at which time a regular letter grade will be awarded by the project supervisor. Summer registration is not required unless the candidate plans to graduate during the summer or university facilities or resources will be used during the summer.

Candidates must bring a ***Master's Option Course Enrollment*** form signed by the faculty member serving as the project supervisor to the Associate Dean for approval prior to initial registration for EDUC 6839: Master's Project. Thereafter, the Registrar automatically processes registration for EDUC 6839, and the candidate must pay registration fees for EDUC 6839 by the posted deadline. Failure to pay fees by the twelfth class day of any given semester will result in administrative withdrawal from EDUC 6839 and cancellation of approval for the proposal and the Committee for the Protection of Human Subjects application. Data previously collected for the project will be void and must be destroyed. Candidates must then submit both a new proposal to the Associate Dean and a new application to the Committee for the Protection of Human Subjects for approval.

Candidates are expected to select as a project supervisor a faculty member who has expertise in the chosen field of inquiry; the project supervisor need not be the same as the candidate's previously assigned academic advisor. Master's project supervisors must be selected from full-time faculty members of the School of Education. A full-time UHCL faculty member from outside the School of Education, however, may direct a project upon ***written*** recommendation of the appropriate Program Area Chair and with the approval of the Associate Dean.

A comprehensive project proposal will be developed under the supervision of the project supervisor. When approved by the project supervisor, one (1) official copy of the proposal will be submitted for approval to the Associate Dean. The proposal must be approved by the Associate Dean prior to the candidate beginning work on the actual project.

Candidates are required to receive approval for their proposed research from the Committee for the Protection of Human Subjects (CPHS). The CPHS application MUST be completed and submitted online. The CPHS application forms can be obtained by e-mailing Ms. Roberta Hohmann at hohmann@cl.uh.edu.

The candidate should complete the CPHS application and then submit it to his/her project supervisor for review. Once the project supervisor has approved the CPHS application, the ***project supervisor*** will submit the application via email to the chair of the School of Education Committee for the Protection of Human Subjects. The CPHS will **NOT** accept any applications directly from candidates. All instruments, approval letters and other documents mentioned in the CPHS application must be submitted to the chair of the CPHS as well. If electronic copies of supporting documents are not available, the candidate may submit paper copies to his/her project supervisor to forward to the CPHS chair. The CPHS application may **NOT** be submitted to the CPHS until the Associate Dean has approved the proposal. Candidates may **NOT** proceed with their research until approval is received from both the Associate Dean and the Committee for the Protection of Human Subjects. **ANY WORK WITH HUMAN SUBJECTS PRIOR TO SUCH APPROVAL WILL BE NULLIFIED.** The candidate should note that a minimum of two weeks should be allowed for the CPHS review. In addition, an application that is submitted to the CPHS at the end of a semester will not be reviewed until the beginning of the next semester so the candidate should plan accordingly.

A written report is required of all candidates who complete master's options 1, 2, or 3. It is expected that candidates will be guided in their writings by a style manual, such as the latest edition of the Publication Manual for the American Psychological Association, which is the preferred form for reports in the School of

Education. Other recognized style manuals may be used by candidates who have specialized requirements for their written materials, subject to prior approval by the Associate Dean.

For a candidate to graduate in a particular semester, the project must be approved by the candidate's project committee and the Associate Dean by the deadline published in the University Catalog or Course Schedule.

Completed projects are due in the office of the Associate Dean *three weeks prior to the official closing of the semester or summer session in which candidates expect to graduate*. This official closing date is listed for each semester in the University Catalog and the Course Schedule, as is the deadline for applying for graduation for each semester.

THE MASTER'S PROJECT

The master's project provides an opportunity for engaging in applied field research reflecting the individual and professional goals of the candidate. A project is judged upon evidence of the candidate's ability to apply technical skills and knowledge to a practical problem in the field of education. A written report and other material, as appropriate, will be prepared in a manner which conforms to recognized professional standards. Below are the steps in completing a master's project. A checklist is provided in Appendix 4.

1. The candidate asks an appropriate full-time faculty member to supervise the project. The project supervisor may elect to invite one or more faculty members to assist with the project; the decision is left to the judgment of the project supervisor, who makes arrangements with the other faculty members.

The candidate must immediately file the Proposed Project Form (see Appendix 1) with the Associate Dean. This form must be completed and bear the signature of the faculty member who has agreed to supervise the project. The candidate must submit a completed Master's Option Course Enrollment form and register in EDUC 6839.

2. Before beginning the actual project, the candidate must work with his/her project supervisor in preparing the project proposal.
3. A formal comprehensive written proposal *must* be approved by the project supervisor. This proposal typically will include the nature and scope of the project to be completed, the significance of the proposed work, and when appropriate, a project evaluation design. Projects allow considerable freedom in problem selection, including curriculum development and program evaluation; projects are to meet the same standards of quality as exist for theses.
4. Once the project supervisor has approved the project proposal, one copy of the proposal is submitted to the Associate Dean for approval. Once the Associate Dean has approved the project proposal, application may be made to the Committee for the Protection of Human Subjects. Candidates may not proceed with their research until approval is received from both the Associate Dean and the Committee for the Protection of Human Subjects.
5. A candidate must register and pay fees for EDUC 6839 every long semester after the project is initiated until it is completed. Registration for summer terms is required if university personnel or facilities are utilized. A grade of "IP" will be assigned each academic term until the project is complete. Upon completion of the project, a final mark of "A", "B", or "F" as determined by the committee, will be submitted by the project supervisor for the last semester enrolled. Once a final grade has been assigned to the last three hours, the previous three hours will change from "IP" to the final letter grade assigned. All remaining grades of "IP"

will then change to either “credit” or “no credit” as appropriate. A maximum of six hours of project credit (EDUC 6839) may be applied to a master’s degree in the School of Education.

6. Once the project is completed, a Project Report must be written. Project Reports will, in general, contain a statement of project purpose and significance, a review of the literature, a description of the method, the actual work done for the project, evaluation of the project results, and recommendations and implications resulting from the project.
7. Once the Project Report is approved by the project supervisor (and committee members, if applicable), one copy of the Project Report is forwarded to the Associate Dean for approval.
8. Once all approvals (committee and Associate Dean) are received and final revisions are made, then a minimum of three copies of the final project report, contained in appropriate folders (samples for viewing in the Associate Dean’s office), must be provided; one of these is for the candidate file in the School of Education, another is returned to the project supervisor, and the third copy is for the candidate. The following technical details are provided for candidate guidance:
 - (a) **Margins:** Margins should be at least 1-1/2” at the left of the page, and 1” at the right, bottom and top, except for the first page of a major division, which has a 2” margin at the top. Tables, figures, and graphs are centered with at least these minimal margins.
 - (b) **Title Page:** A sample title page is attached (See Appendix 3). The date should be the month and year the degree is awarded, rather than the date of submission of the manuscript. A candidate wishing to copyright any part of a master’s project should inquire about the proper procedure through the UHCL Library.
 - (c) **Order of Contents:** The order of contents for a master’s project is the same as that for the thesis when the elements are applicable. The project supervisor is the final authority for such decisions.
 - (d) **Pagination:** Pagination of a master’s project follows the same rules as for theses.
 - (e) **Paper:** Although the paper for a master’s project should be of good quality, it is not necessary to use special thesis paper. Copies made by xerography or other processes are acceptable, provided that they are clear and easy to read. Correctable paper is not permitted.
 - (f) **Slides, tapes, films and other attachments:** Materials that cannot be bound with the typed project should be listed in the appendix and included in the table of contents. Those materials not bound with the paper should be kept to a minimum and packaged as neatly and simple as possible. The project supervisor is the final authority for decisions about special attachments.
9. If a project is not approved and assigned a grade by the deadline for grades to be submitted for a particular semester, the candidate will ***not*** qualify for graduation for that semester, and must apply for graduation by the deadline for the following semester.
10. A checklist for the steps required in the preparation and completion of a project is provided in Appendix 4 for easy reference.

APPENDIX 1

PROPOSED PROJECT FORM

Date: _____

Candidate's Name _____

Email Address _____

Student Number _____

Proposed Title _____

Master's Degree Program

Check One:

_____ Curriculum and Instruction

_____ Multicultural Studies in Education

_____ Early Childhood Education

_____ Reading

_____ Instructional Technology

_____ Other _____

Expected Date of Graduation _____

I agree to supervise the above candidate on the proposed project.

Project Supervisor

Signature

Date

Committee Member
(if applicable)

Name of Committee Member

Date

Committee Member
(if applicable)

Name of Committee Member

Date

Approved

Signature of Associate Dean

Date

Candidates will not be permitted to register for project credit until this form has been filed.

APPENDIX 2

UNIVERSITY OF HOUSTON-CLEAR LAKE

SCHOOL OF EDUCATION

PROPOSED TITLE OF PROJECT
ALL IN CAPITAL LETTERS
AND CENTERED WITH SINGLE SPACING

Side margins at least
1 ½ inches but centered
Top margin 2 inches
Bottom margin 1 ½ inches

by

JOHN PAUL JONES

A Project Proposal submitted to the
School of Education
in partial fulfillment of the
requirements for the degree
of Master of Science

Accepted:

Approved:

Associate Dean

Project Supervisor

Committee Member

Committee Member

Month, 20XX
Month and year
degree is awarded

one line for each member
of the committee (if needed)

APPENDIX 3

UNIVERSITY OF HOUSTON-CLEAR LAKE

SCHOOL OF EDUCATION

TITLE OF PROJECT
ALL IN CAPITAL LETTERS
AND CENTERED WITH SINGLE SPACING

Side margins at least
1 ½ inches but centered
Top margin 2 inches
Bottom margin 1 ½ inches

by

JOHN PAUL JONES

A Project Report submitted to the
School of Education
in partial fulfillment of the
requirements for the degree
of Master of Science

Accepted:

Approved:

Associate Dean

Project Supervisor

Committee Member

Committee Member

Month, 20XX
Month and year
degree is awarded

One line for each member
of the committee (if needed)

APPENDIX 4

PROJECT CHECKLIST

This Checklist is provided for the convenience of all Project Candidates. However, a program may have steps beyond those listed below. It is ALWAYS a requirement that a Project Candidate have frequent communication with his/her Project Supervisor with respect to the remaining steps to be completed.

Eligibility

- Completed EDUC 6033 plus an additional 21 hours from degree plan.

Enrollment

- Full-time, tenured or tenure-track faculty member confirmed as Project Supervisor
- Completed *Proposed Project Form* submitted to Associate Dean
- Completed *Master's Option Course Enrollment* form submitted to Associate Dean
- After it is signed by the Associate Dean, *Master's Option Course Enrollment* form submitted to the Office of Academic Records
- Fees paid by 12th Class Day

Preparing to Do Project

- Product design approved by Project Committee
- Proposal approved by Project Committee
- Written permission to conduct research obtained from the School District or other research site
- Proposal approved by the Associate Dean
- Written approval obtained from CPHS

Doing the Project

- Data Collected
- Data Analyzed
- Complete draft of Project Report written (there may be several drafts to be completed)
- Project approved by Project Committee
- Project approved by Associate Dean
- Final Copies made.