

**California State University, Fresno  
Division of Graduate Studies**

**PROJECT (298) COMMITTEE ASSIGNMENT**

Candidate Last Name	Candidate First Name	School ID	Date
Mailing Address	City	State	Zip Code
Home Phone	Cell Phone	Email	

Check if this is a revised Project Committee Assignment

The above student has been Advanced to Candidacy, is in good graduate standing, and is recommended for Project 298 assignment. The student and project chair have read the attached Project Guidelines and approve the proposed **PROJECT 298 TOPIC (please enter below):**

**HUMAN SUBJECTS FORM** (please check one):

Not Applicable      Applicable, but not completed      Applicable; Date of Review: \_\_\_\_\_

**COMMITTEE MEMBERS** (please fill in all names and departments):

NAME	DEPARTMENT	SIGNATURE OF APPROVAL	DATE
<i>Project Chair</i>			
<i>Reader</i>			
<i>Reader</i>			

**Review and Approval of Assignment:**

Signature: \_\_\_\_\_  
*Project Chair*

Date: \_\_\_\_\_

Signature: \_\_\_\_\_  
*Dr. Debra Harris, Graduate Program Coordinator*

Date: \_\_\_\_\_

**DISTRIBUTION INSTRUCTIONS:**

Original to Department of Social Work Education, PHS 128 | Copies to Project Chair and Student | DSWE will make copies and distribute

**NOTE: CHANGES IN PROJECT CHAIR OR TOPIC REQUIRE SUBMISSION OF A REVISED PROJECT COMMITTEE FORM.**

## PROJECT COMMITTEE GUIDELINES

### Membership on the Committee

1. Participation on project committees is an academic obligation required of all faculty.
2. The project chair shall be a member of the graduate faculty in the graduate student's major department. He or she shall have primary responsibility for the supervision of the student's work, and shall assume the role of "principle investigator" when the student's research involves human subjects and ensure that university policies in this area are carefully observed.
3. A minimum of one reader of the committee should be a member of the student's major department. If the proposed project involves significant research in more than one area, then a reader expert in the area outside the student's major department may be asked to serve on a committee. To include a committee from off campus, a vita of the individual is needed.
4. Lecturers and field instructors may be committee members.

### PROJECT COMMITTEE STRUCTURE AND RESPONSIBILITIES

Basic responsibilities for procedural arrangements, content, and organization of the project rest with the student and members of the committee. Once the committee has been formed and the project form has been submitted to the Department, the student, in consultation, with the committee chair, should set a timetable for researching and completing the project. The student should purchase a copy of the Publication Manual of the American Psychological Association (Version 5), which will be used for reference and special stylistic pointers.

The committee chair has primary responsibility for advisement in the project process and is responsible for assigning the student's final grade. However, the student is reminded that careful communication with all committee members is essential for final committee approval. It is advisable to clarify at the outset the precise role and responsibilities of each member on the committee. In turn, students and committee members should be aware that each committee member's signature on the required approval pages of the final copy represents that member's approval of all aspects of the candidate's project or thesis: content, methodology, form, and style.