

## **POLICIES AND PROCEDURES FOR 298/PROJECT**

Policies and Procedures for 298/Project is used as a reference for students who are beginning work on their graduate project. It is also used by 298 instructors and other faculty who will be involved in teaching, advising, or providing other forms of professional assistance.

One of the culminating experiences offered as a requirement for completion of a Master of Arts/Science Degree program in the Kremen School of Education and Human Development is a 298 Project. A project consists of a significant undertaking, appropriate to your field. It may take on a variety of forms depending of the subject area of focus.

Two separate components are required for completion of 298/Project: the Project Report, and the Project Component. Specific details for each requirement are as follows:

### **The Project Report**

Students will organize their project report in the following sections.

Abstract – The abstract consists of a concise summary of the essential content of the completed project. For specifications required for writing the abstract, see the attached guidelines.

Chapter One – The Problem – This section sets the stage for the project, presents justification, and informs the reader of the nature and scope of the problem. Typically, it includes the following parts:

- The context or background of the project.
- Description of relevance and importance of the project.
- Purpose of the project.
- Theoretical or practical implications of the project.

Chapter Two – Review of the Relevant Literature – The review of relevant literature demonstrates the relationship between the project and current thinking in the field. The review is integrated and critiqued. References are cited in the text of the review as well as at the end of the project report.

Reference List – Use the current APA style guide to prepare the reference list.

Other requirements for the project report. - Requirements vary by program therefore an appointment with your advisor is essential to determine the specific format for the completion of your project report.

### **The Project Component**

The Project Component must be developed within unique specifications or guidelines required in the framework of a given degree in counseling, education, or special education. Project

Component requirements specified for each degree program has been formulated for the purpose of providing the student with guidelines pertaining to the scope and content recommended for the project. They are provided in the catalog course descriptions for programs housed in each department.

### **Procedures**

In order to satisfactorily meet all requirements for completion of 298/Project, the candidate is expected to do the following:

1. Be enrolled in Fresno State and have met all requirements for Advancement to Candidacy for the degree and having completed the required units of program coursework with a “B” average or better.
2. Develop a Project Proposal for 298/Project (see attached form). Complete the Project Proposal. Meet with the 298/Project faculty member for a review of the Proposal and obtain his/her signature indicating approval and authorization for release of a schedule.
3. To enroll you must obtain a schedule number from the Graduate Technician in the ESSC ED 100.
4. Complete all work on 298/Project in consultation with the instructor.
5. Meet with the instructor and receive final editing and endorsement that the Project is complete and ready for final copy. The finished project must include:
  - The Project Report
  - A Project Component (either in written form or as appropriate, e.g., a tape, manual, etc.).
6. Complete the final copy and have the written portion/s bound. Be sure to have the Abstract included in the bound copy immediately in front of the title page.
7. Submit the bound copy to your advisor. You will need one additional copy of the Abstract. This copy is not to be in the bound copy but accompany it.
8. Following submission of all requirements, the instructor:
  - Assesses the Project and awards a letter grade;
  - Goes to the ESSC in ED 100 to submit 1 copy of the Project Abstract and record the Project grade on the Department Clearance Form which is then forwarded to the Division of Graduate Studies;
  - Retain the original bound copy of the Project Report and Project Component along with any related physical components that are considered to be a part of the project in his/her office for a period of five years from the date of completion. Should the instructor discontinue his/her position with the university during this time; the Project will be held by the coordinator of the program from which the student graduated.

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1/2"

California State University, Fresno  
Kremen School of Education and Human Development  
298 Project

TOPIC AREA (Select in appropriate degree):

Counseling	MS_____	Option_____
Education	MA_____	Option_____
Special Education	MA_____	
Teaching	MA_____	

Name\_\_\_\_\_ Semester Completed\_\_\_\_\_ 20\_\_\_\_\_

Instructor\_\_\_\_\_ Date Completed \_\_\_\_\_ 20\_\_\_\_\_

Title\_\_\_\_\_

ABSTRACT

1 1/2" →

← 1"

↑  
1"

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1 ½"

A TRAINING MANUAL FOR  
PREMARITAL COUNSELING

By

Amanda Smith Andrews

→ 1 ½" A Project Submitted to ← 1"

(Instructor's Name)

in Partial Fulfillment for the

Degree of

Master of Arts in Education  
(Use the appropriate degree title)

California State University, Fresno

Spring Semester, 2004  
(Use the appropriate semester)

↑  
1"

Paper-

The paper required for use in this project must be similar to that currently required for writing theses:

1. Unpunched unruled
2. White in color
3. 8 ½ x 11” in size
4. At least 20 pound weight
5. Bond, with a 25 percent rag content

Number of Copies-

1. One (1) copy that must be of good quality
2. Other additional copies may be made for the student’s personal use
3. Provide the professor with two (2) copies of the Abstract for the Master’s Degree Clearance process.

Type Form and Word Processing-

1. Type Form- The type form used may be either elite or pica type, and any standard type face is acceptable
2. Word Processing- Use of word processing units is permitted. The final copy must be letter quality. Right margins must not be justified.

# Project Proposal

Student's Name: \_\_\_\_\_ Term \_\_\_\_\_

Telephone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Program: \_\_\_\_\_

Proposed Title: \_\_\_\_\_

Rationale for the Project: \_\_\_\_\_

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Background of the Project (Theoretical and/or Practical): \_\_\_\_\_

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Anticipated Contribution: \_\_\_\_\_

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**I have seen this proposal and authorize releasing a Project schedule number.**

\_\_\_\_\_  
Instructor of 298 Project

\_\_\_\_\_  
Date

## **REMINDER**

*Congratulations on starting your Culminating Experience! The following information is just a reminder:*

- ❁ You must be Advanced to Candidacy.*
- ❁ The best way to get your number quickly is to bring in your signed Proposal in person to ED 100. Otherwise you will need to wait to be contacted by email with your number which can take several days sometimes weeks.*
- ❁ Don't forget to file for your Degree during the first two weeks of the semester you plan on graduating in ED 100 with the Graduate Technician.*