Master's Project Guidelines

New York State Department of Education regulations require that all Master's degrees include a culminating experience, i.e. a Master's Thesis, Master's Project, or comprehensive exam (*Regulations of the Commissioner*, §52.2(c)(8)). Whereas the Master's Thesis is a scholarly research study, the Master's Project is more applied and thus provides students with a broad range of options to demonstrate mastery. Master's Projects may be more appropriate in the fine arts or in the professions. With approval of the project adviser, projects may be creative, curricular, investigative, or applied in nature.

Although the nature of the Master's Project may vary, it is essential that all projects demonstrate a grounding in the professional literature of the discipline and document the student's ability to reflect on the experience of the project itself and its success. Maintaining quality in the completion of Master's Projects is the responsibility of the individual faculty, advisers, and/or committees formed to oversee Master's Projects in each program. Thus, those that supervise the Master's Project should provide clear written expectations for project completion and should implement them consistently for all students.

The Master's Project should consist of a written document that demonstrates or reports the results and/or what was undertaken in completion of the project. The specific format used for the Master's Project should be appropriate to the nature of the project itself and the discipline, and is at the discretion of the faculty. However, the written Project should follow an approved style manual which is appropriate to the discipline such as APA, MLA, Chicago Manual of Style, etc.

The following is a recommended outline for Master's Projects, which should be adapted as necessary.

a. <u>Introduction</u>: Chapter or preliminary statement that outlines the problem, need, research questions, task, objectives, or project.

b. <u>Literature Review</u>: Chapter or summary of related literature in the given field.

c. <u>Methodology/Purpose</u>: Chapter or summary that describes approach, design, research methods, data collection, or appropriate procedures used to investigate the problem and/or complete the project.

d. <u>Results, Analysis, Outcomes, Discussion:</u> Chapter, summary or appropriate representation of findings, products, and outcomes of the project.

e. <u>Summary, Conclusions, and Recommendations</u>: Chapter or statement that includes how project contributes to the given field and carries on research or investigations in the field. In this section the student may also reflect on the experience of completing the project itself and its success.

1.10.25

Grading: Final grades for the Master's Project should not be submitted until all project requirements and/or final revisions have been completed.

Archives: Complete projects may be uploaded to Digital Commons in the Butler library if desired or if required by the advisor or department.