

# **MASTER'S OPTION GENERAL GUIDELINES**

## **Option 2: Project**

*School of Education  
University of Houston-Clear Lake*

Programs	Thesis	Project	Practicum	Comprehensive Examination
Counseling			✓ <sup>1</sup>	
Curriculum and Instruction	✓	✓	✓	
Early Childhood Education	✓	✓	✓	
Educational Management		✓ <sup>2</sup>	✓	
Instructional Technology	✓	✓	✓	✓
Multicultural Studies in Education	✓	✓		✓
Reading	✓	✓	✓ <sup>3</sup>	
School Library and Information Science			✓	

<sup>1</sup> COUN's Capstone Experience consists of BOTH the Master's Practicum (COUN 6739) and the Counseling Practicum (COUN 5739).

<sup>2</sup> ADSU 6735 serves as the capstone experience for the master of science degree in Educational Management.

<sup>3</sup> LLLS 6639 serves as the 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. (See page 11.)
3. Registration in any of the capstone courses (Master's Project, Master's Thesis Research, Graduate Practicum or Master's Comprehensive Exam) requires the approval of the Associate Dean.
4. Candidates who are not enrolled in any courses from their degree plan in the semester in which they are taking the Master's Comprehensive Exam must enroll in EDUC 6909 and pay the appropriate fee.
5. 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 FOR 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.

A candidate must register and pay fees for EDUC 6939 every semester after the thesis 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 for each academic term until the thesis is complete. Upon completion of the thesis, a final mark of "A," "B," or "F," as determined by the committee will be submitted by the thesis chair 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.

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 faculty 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.

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 5.

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 the 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 including a review of the relevant literature, 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. (Page 7: Proposal Cover Page & Page 9: Table of Contents.)

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.

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. (Page 8: Project Cover Page & Page 9: Table of Contents.)
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) **Cover Page:** Sample cover pages are attached (Page 7: Project Proposal Cover Page & Page 8: Project Cover Page). 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. (<http://prtl.uhcl.edu/portal/page/portal/LIB/HOME/THESIS>)
  - (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. (Page 9: Sample Table of Contents)
  - (d) **Pagination:** Pagination of a master's project follows the same rules as for theses. (<http://prtl.uhcl.edu/portal/page/portal/LIB/HOME/THESIS>)
  - (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) **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 for easy reference. (See page 10.)

# PROPOSED PROJECT FORM

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

Candidate's Name \_\_\_\_\_

Email Address \_\_\_\_\_ Student Number \_\_\_\_\_

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

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## 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.*

# Project Proposal Cover Page

UNIVERSITY OF HOUSTON-CLEAR LAKE

SCHOOL OF EDUCATION

TITLE OF PROJECT INVERTED PYRAMID FORM IF MORE THAN  
ONE LINE LONG ALL IN CAPITAL LETTERS

Left margin 1½ inches  
Right, top & bottom margins are 1 inch

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:

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Kathryn I. Matthew, EdD, Associate Dean

Approved:

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Jana Willis, EdD, Project Supervisor

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Donna Smith, EdD, Committee Member

---

Richard Smith, EdD, Committee Member  
(Delete committee member lines that are not needed)

Month, 2012  
(Month and year degree is awarded)

# Sample Table of Contents

(Check with project supervisor for correct headings and subheadings.)

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## 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 12<sup>th</sup> Class Day

### Preparing to Do the 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.

# MASTER'S OPTION COURSE ENROLLMENT

This form is for initial enrollment in a master's option course. The university requires continuous enrollment each long semester, with a grade of "In Progress" (IP) to be assigned each semester until completion. All students who receive an IP grade at the end of a semester will be automatically enrolled in 3 hours of the same master's option course for the following long semester. Automatic enrollment for master's option course will not be processed for summer semesters, or when an encumbrance exists that prevents registration. Students who wish to register for summer master's option coursework should notify the Office of Academic Records at [Records@uhcl.edu](mailto:Records@uhcl.edu) during the registration period.

- Step 1: Instructor and Student must complete the information below and sign; Instructor will forward to Associate Dean's Office for final approval.
- Step 2: The Associate Dean's office submits the completed form with all signatures to the Office of Academic Records during registration via email at [records@uhcl.edu](mailto:records@uhcl.edu) or via fax at 281-283-2530.
- Step 3: The Office of Academic Records will notify the Associate Dean's office once official enrollment has been processed and completed and send them the completed form via email for their records.
- Step 4: The Associate Dean's office should notify the student regarding their official enrollment and of payment deadline.

## AUTHORIZATION FOR MASTER'S OPTION ENROLLMENT

\_\_\_\_\_  
Last Name (Print)                      First                      Middle                      Student ID number

\_\_\_\_\_  
**STUDENT SIGNATURE (REQUIRED)**                      **DATE**                      **PHONE NUMBER**

*My signature indicates my authorization to be automatically enrolled in the same master's option course each fall and spring semester until a final grade is awarded. I understand it is my responsibility to pay all tuition and fees before the fee payment deadline for Open Registration.*

**SEMESTER:**       Fall \_\_\_\_\_       Spring \_\_\_\_\_       Summer \_\_\_\_\_

**COURSEWORK:**       Thesis       Project       Internship       Residency

Comprehensive Exam       Extended Coursework       Practicum

**SUBJECT**          **COURSE #**

**INSTRUCTOR:**      \_\_\_\_\_  
Last Name (Print)                      ID number

\_\_\_\_\_  
Signature                      Date

**ASSOCIATE DEAN:** \_\_\_\_\_  
Signature                      Date

### Records Office Use Only:

Class #: \_\_\_\_\_ Processed By: \_\_\_\_\_ Date: \_\_\_\_\_