
2011-2012

**Degree Completion and
Research Project
Handbook**

**Master of Arts
in Education**

AUGSBURG
C O L L E G E

Completing an MAE Degree at Augsburg College

This guide is meant to give you information on how to complete an MAE degree at Augsburg College. In addition to this resource, the education department faculty and staff are available to answer any questions you have. MAE Director (Vicki Olson, olsonv@augsborg.edu) or your faculty advisor can help you decide which research option is best for you. If you have general procedural or administrative questions, feel free to contact the MAE Coordinator (Karen Howell, howell@augsborg.edu).

Good luck on this final phase of your educational journey!

Table of Contents

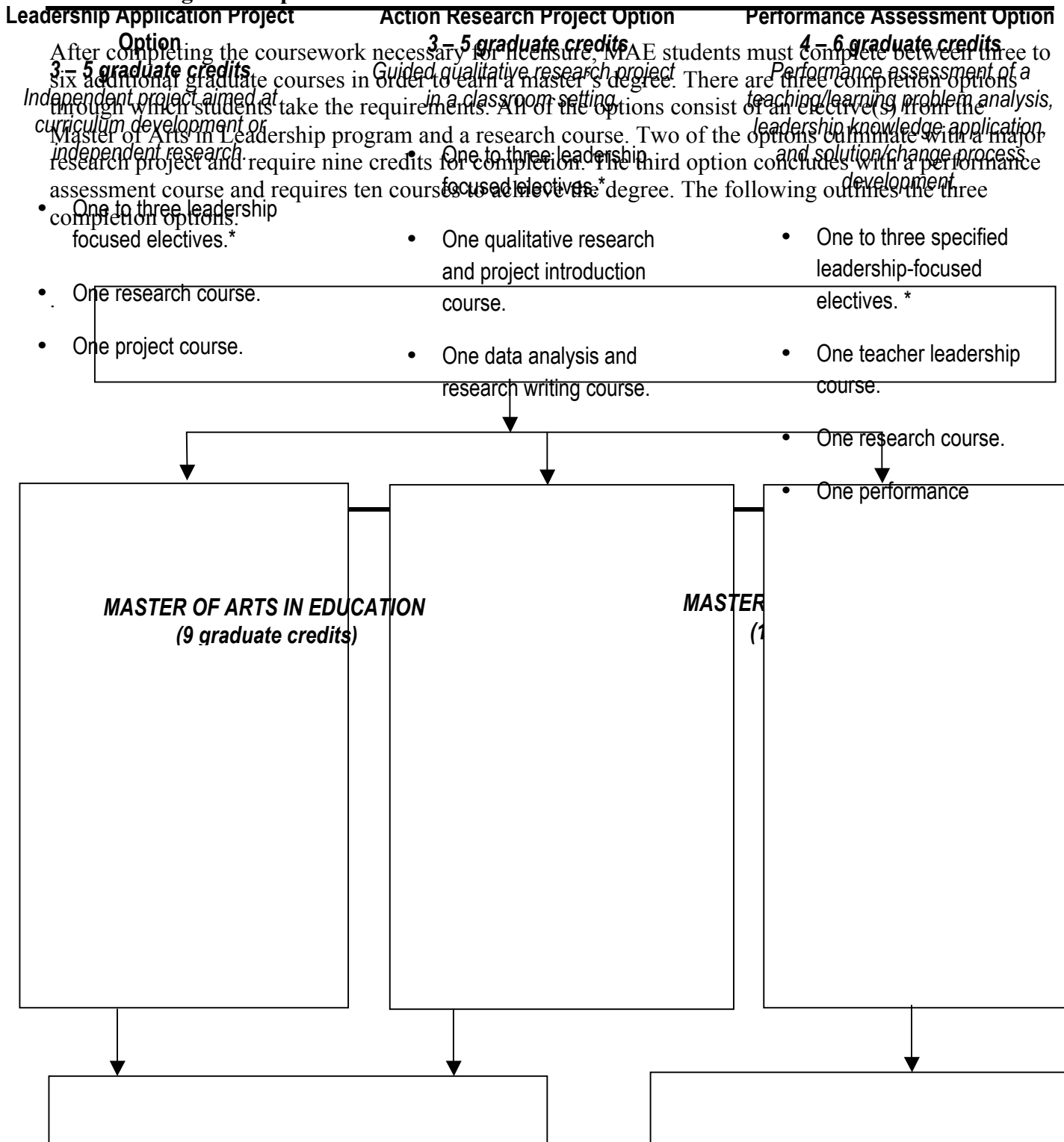
Graduate Degree Completion Overview		01
Graduate Degree Completion Process		02
Declaration of Intent to Complete	02	
Registering for Courses	02	
Research Project Continuation Policy	02	
Degree Completion Options		04
Leadership Application	04	
Action Research	06	
Performance Assessment	07	
Final Project Specifications		08
Leadership Application Option	08	
Action Research Option	12	
Final Project Style and Format Guidelines		15
Preparing Your Final Project	15	
Format	15	
Printing	16	
Having Your Project Bound	16	
Loose-Page Copy	16	
Printer Instructions	17	
Attention Printer	17	
Appendix A: Leadership Application Option Forms		
Forms and Approval Checklist .	19	
Intent to Complete MAE Degree Program.	21	
Leadership Application Project Continuation Form	23	
Advisor Designation and Project Approval	25	
Project Review Committee Designation	27	
FERPA Requirements	29	
Final Approval	31	
Sample Certificate of Approval	33	
Sample Title Page	35	
Sample Abstract	37	
Appendix B: Action Research Option Forms		
Forms and Approval Checklist	41	
Intent to Complete MAE Degree Program	43	
Action Research Project Continuation Form	45	
Reader Designation	47	
FERPA Requirements	49	
Final Revision Approval	51	
Sample Certificate of Approval	53	
Sample Title Page	55	
Sample Abstract	57	
Appendix C: Performance Assessment Course Forms		
Intent to Complete MAE Degree Program	61	

Education Department Graduate Coursework

4 – 6 graduate credits

Courses already taken which may have been applied to a teaching license (courses with a 500 number).

Graduate Degree Completion Overview



*The number of leadership electives required to complete the MAE degree depends on the number of graduate courses transferred in from licensure coursework.

Graduate Degree Completion Process

Declaration of Intent to Complete

To begin degree completion, students must be fully admitted into the MAE program and have a cumulative GPA of 3.0 or better, participate in an individual or group advising session, and formally declare their intent to complete, including their desired degree completion option. This can be done any time during licensure coursework, and up to one year after completing student teaching. Declaration is done on the Intent to Complete form. Completion of this form begins a seven-year window to complete the master's degree. Students must formally make this declaration before they are eligible to register for and take degree completion courses. Students who do not have a cumulative 3.0 GPA are not eligible to complete the MAE degree.

The Intent to Complete form can be found at the end of this handbook and should be completed after an individual or group advising session. Once completed, it should be submitted to the MAE Program Director. The MAE Program Director will determine which Augsburg graduate-level courses will be accepted into the MAE degree program. Up to two courses with a grade of 2.5 can be accepted into the degree program as long as the cumulative GPA for the graduate courses remains at 3.0 or better.

With approval of the Augsburg advisor and the MAE Director, up to two graduate courses taken elsewhere and graded 3.0 (B) or better can be accepted into the MAE degree program. Normally these courses cannot replace the MAL elective and never do these courses replace the final project requirement. Courses that have a credit value of two or three semester credits will generally be considered equivalent to a .5 Augsburg course. Those with a credit value of four or five semester credits will generally be considered equivalent to a 1.0 Augsburg course.

Registering for Courses

After approval of the Intent to Complete, registrations for elective and research courses can be done online using Records and Registration as well as manually. Registration for the Action Research Project, Leadership Application Project or Performance Assessment courses must be done manually, in coordination with the MAE Program Director and/or course instructor/advisor. When students register for EDC 585 – Leadership Application project or EDC 593 – Action Research II, they will also complete a continuation contract, agreeing to automatically be enrolled according to the final project continuation policy described below.

Continuation Policy

Following the initial registration term for the either the Leadership Application or Action Research project, students will be automatically registered for EDC 999 each trimester for up to 15 trimesters or until a grade is submitted by the project adviser. EDC 999 maintains students' active status in the graduate program, including library, Augnet, and parking privileges. This registration will result in a Campus Access Fee of \$35 (subject to change as costs increase) each trimester.

*Automatic registration will occur for up to 5 years or 15 terms. At the end of this time, the course grade will change from X to N. Generally, there will be no extensions. Students who wish to complete the final project after receiving a failing grade must meet with the program director to evaluate readmission to the college and program. Students who are readmitted may need to complete additional course work and will

need to pay full tuition for all additional courses and to repeat the final project course. If/when the final project course is completed, the new grade would supersede the previous grade.

*Students may withdraw from the college, and thus from the continuation 999 and the final project course, at any point during the continuation period and receive a W notation on the transcript for the final project course. Following a withdrawal, students are welcome to meet with the program director to evaluate readmission to the college and program. Students may be subject to additional course work.

*An Accounts Receivable hold will be placed on the student's account if the college-wide \$250 unpaid threshold is reached. The threshold will adjust with the practices of the Student Accounts Office. If a student owes more than the threshold amount, the Registrar's Office will not continue to automatically enroll the student in EDC 999. The Registrar's Office and the Student Accounts Office will inform the student, the program director and coordinator that the student must pay the account (including the late fee). At this point coordinators and/or program directors will communicate with the student and the faculty advisor and, if necessary, request that the faculty advisor submit a grade change of N. The student also may elect to withdraw from the college and receive a grade of W. If the grade change has not been submitted or requested within one term, the program director will submit the grade change of N.

Degree Completion Options

Leadership Application Project

Purpose Statement

Students electing this degree completion option do so because they are interested in developing an educational product that meets an identified need or because they are interested in conducting an independent research project with the assistance of a faculty adviser. To be successful in this option, students must be self-directed and able to maintain momentum without the structure of an actual course. Students who leave the area and need to complete their final project at a distance may find the LAP fits their needs. The goal for the project varies, depending on the type of LAP. There are two options within the LAP.

- The goal for those **developing an educational product** is to identify an issue or problem related to their practice, and after researching available literature, develop a solution to the problem or issue. The solution might be developed in the form of a curriculum, a workshop, a set of informational materials, a web site, an article for publication or other appropriate educational product. Students electing this option should take ML 513 Creating a Compelling Literature Review or the cross-listed section of EDC/ML 514 and focus the literature review they create in either course on their issue or problem.
- The goal for those **conducting independent research** is also to identify an issue or problem to investigate, but in this case, the investigation is through an independent research project. For those conducting independent research, it is especially important to have a clear vision in mind for the research and have an adviser who is willing to provide support throughout the project. Students electing this option should, in most cases, take the general version of ML 514 and focus both the literature review and project proposal assignment on their problem or issue.

Through experience with either LAP option, we want MAE students to demonstrate the following:

- The ability to identify a question or concern of personal interest that can be answered through some form of investigative process.
- The ability to design a process through which the question can be answered and communicate that process to IRB, an adviser and reader(s), and/or others as necessary
- The ability to think critically about and analyze existing research as it relates to their topic.
- The ability to synthesize learning from existing literature with their experience and in the case of the independent research project, their data, in order to answer the question driving the project or create the product that fills an identified need.
- The ability to communicate to an audience of education professionals about one's project through writing and speaking in a prescribed, academically oriented, and formal fashion.
- The persistence required to conduct a long-term, self-directed research project.
- A sense of self-efficacy and confidence in their ability to influence change as a result of engaging successfully in the research process.

Courses

- 9.0 total course requirement, licensure core plus degree completion
- 4-6 graduate licensure courses for the education core
- 1-3 electives, one of which must be an ML elective

- ML 513 Creating a Compelling Literature Review or the targeted section of ML 514 Research Methods (cross listed as EDC 514) for those wanting to do a curriculum development oriented LAP or the general version of ML 514 Research Methods for those wanting to do a research oriented LAP. For those students who know that they want to do an independent qualitative research project, Action Research 1 could be taken in place of ML 514 with permission of the AR 1 instructor.
- EDC 585 Leadership Application Project. This project option is for self-directed students who want to engage in an independent project aimed either at curriculum development or independent research. A project proposal and literature review are pre-requisites to locating an adviser for the project and registering for EDC 585. After the initial term, fifteen additional terms are available for continuing registration, following the graduate programs continuation policy and processes. An N grade will be given if the project is not completed within the allotted number of terms. Re-registration for EDC 585 will be possible for those receiving an N grade.
- The cross-listed section of EDC 514/ML 514 generally will be offered in winter trimester. Those MAE students selecting the curriculum development LAP will be directed towards this section of ML 514. MAE students wanting to complete an independent research LAP will be directed towards a general section of ML 514.

Action Research Project

Purpose Statement

Students selecting this degree completion option should be teaching in an education setting or working in a similar setting or field. The goal for action research is to identify and study a problem or issue related to the student's practice, using qualitative research methods, for the purpose of improving one's practice and/or work setting. Through this experience we want MAE students to demonstrate the following:

- The ability to identify a question or concern of personal interest that can be answered through qualitative action research.
- The ability to design an action research study and communicate that design to the IRB in order to have the study approved.
- The ability to think critically about and analyze existing research as well as data gathered for the individual project.
- The ability to synthesize learning from existing literature with their experience and their data in order to answer the question driving the project.
- The ability to communicate to an audience of education professionals about one's project through writing and speaking in a prescribed, academically oriented, and formal fashion.
- The persistence required to conduct a long-term, self-directed research project.
- A sense of self-efficacy and confidence in their ability to influence change as a result of engaging successfully in the research process.

Courses

- 9.0 total course requirement, licensure core plus degree completion
- 4-6 graduate licensure courses for the education core
- 1-3 electives, one of which must be an ML elective
- EDC 592 Action Research 1 (1.0). This course provides an introduction to qualitative research as well as prepares students to conduct an action research project of their own. A requirement for **completing the course** is a draft IRB proposal that is submitted to the course instructor as part of the course. If this is not done, students receive a grade of N. Re-registration for EDC 592 is possible for those receiving an N grade. Students must continue to work on their IRB proposal until it is at an acceptable level to be submitted to the IRB. The course instructor of EDC 592 will determine when this point is reached and will sign the IRB proposal as an indication of its quality. **A signed and submitted IRB proposal is a pre-requisite for EDC 593.** For students who don't meet this requirement will have to wait for future offerings of EDC 593 rather than taking the two courses in successive terms.
- EDC 593 Action Research 2 (1.0, pre-req: approved IRB proposal). EDC 593 will introduce students to data analysis processes for use with qualitative data and guide them into writing an academic report. Continuing registration following the graduate programs policy and practices will be allowed for fifteen terms. An N grade will be given if the project is not completed within the allotted number of terms. Re-registration for EDC 593 will be possible for those receiving an N grade. Students can choose to withdraw from the College while in the continuation phase; a W will appear on the transcript in that case.

Performance Assessment Course

Purpose Statement

Students electing this degree completion option do so because they are especially interested in considering leadership within the context of education and themselves as potential change agents. Through this experience, we want MAE students to demonstrate the following:

- The ability to identify and understand the component parts of a systemic problem related to teaching and learning that serves as the core of the performance assessment.
- The ability to devise an appropriate reading list through which the problem can be examined.
- The ability to think critically about and analyze existing research and leadership theory and apply it to the problem.
- The ability to synthesize learning from existing literature, their experience as teachers, their knowledge of leadership theory and their understanding of organizational structures within education in order to propose a reasonable solution to the problem.
- The ability to design a potentially effective process for making change.
- The ability to communicate effectively to an audience of education professionals through formal and academically oriented writing and speaking.
- The persistence required to conduct a medium-term, self-directed research-based project.
- A sense of self-efficacy and confidence in themselves as potential change agents as a result of engaging successfully in the final exam process.

Courses

10 total course requirement, licensure core plus degree completion.

- 4.0-6.0 courses from the graduate education licensure core.
- 4.0-6.0 courses from the graduate degree completion component comprised of
 - One of the following ML leadership-focused courses: ML 510 Visions of Leadership when taught with an emphasis on leadership rather than literature, ML 531 Dynamics of Change, ML 535 Organizational Theory and Leadership, ML 540 Political Leadership: Theory and Practice, ML 545 Decision Making and Leadership or ML 565 Women and Leadership. Additional courses, as developed, may also be used. Check with the MAE Director for updates to this list.
 - Education Teacher Leadership course – EDC 570 Teacher leadership.
 - EDC/ML 514 Research Methods (targeted to education students). The goals are to place the focus on MAE students as consumers of research. More emphasis is placed on understanding and interpreting research-based articles as well as creating a literature review and less on designing research. This course will be cross-listed as EDC 514 and offered, at most, once per year, generally in winter trimester.
 - A performance assessment course which will require the students to integrate their knowledge about leadership, their sense of themselves as education leaders, and their understanding of a specific teaching/learning problem into a solution to the problem and a process for change. The performance assessment course will be completed within the context of one term. It will be graded P/N and can be retaken with permission of the program director. EDC 591 Topics: Performance Assessment is offered once per year in Fall trimester.

Final Project Specifications

Leadership Application Process (LAP) Specifications

Before you can register for the Leadership Application Project

1. **Consult with the MAE Program Director** to select an application project topic and potential Leadership Application Project adviser.
2. **Develop a Project Definition proposal** (possibly begun in ML 514 Research Methods), consisting of:
 - A statement of the issue or problem to be addressed
 - A preliminary literature review and assessment of the existing knowledge surrounding the chosen issue or problem (this will be expanded and included in the final paper). 5 – 6 good articles should be enough to do this.
 - A statement of purpose for the project and how it will address the issue or problem
 - A description of the form and format of the final productThe project proposal should be between 3-5 pages. It must provide potential advisers with information to decide whether they can advise you on your project.
3. **Secure a LAP faculty adviser.**

Registration for the LAP

4. Once you have an advisor, **register on an Independent Study form** for EDC 585 Leadership Application Project for 1.0 graduate credit. You will need signatures from both your adviser and from the MAE program director. Submit this form along with an MAE registration form to the Registrar's Office.
5. Notify the MAE Coordinator of your choice of adviser and topic, using the Adviser Designation and Project Approval form.

Prior to starting your LAP

6. Develop and submit a proposal to the Institutional Review Board (IRB) if human subjects are involved in the project. To obtain information on the IRB, go to <www.augsburg.edu/irb>. This site also lists the IRB meeting dates, applications to download, and answers to frequently asked questions. This proposal requires the signature of your adviser.
7. In consultation with your LAP adviser, **select two reviewers** who, in addition to the adviser, will make up your Project Review Committee. One reviewer should be from the Education Department and one, generally, should be from a field of work related to the application issue or problem. Submit names of the reviewers to the MAE Coordinator using the Project Review Committee Designation form.

Conducting your LAP

8. In consultation with your LAP adviser, **carry out the work** of the approved Leadership Application Project proposal.
9. In consultation with your LAP adviser, **write the final paper** for the Leadership Application Project. The format of your paper depends on the type of LAP you are doing.

When this paper presents an educational project, it should include:

- A statement of the problem or issue and introduction to your solution – chapter 1
- An expanded literature review that informs the development, shape, and content of the final product – chapter 2
- A description of the final product with the actual product submitted under a separate cover or the actual final product – chapter 3
- The story of developing the LAP, including when and how experts were consulted and how this impacted the final product, what you learned from engaging in this task, and plans for the future of the project – chapter 4

This type of LAP generally includes 20-30 resources as part of the literature review. Chapters 1,2, and 4 together run about 20-25 pages and chapter 3 is as long as it needs to be to present the educational product.

When this paper presents a research study, it should include:

- Introduction to topic and overview of purpose and plan – chapter 1
- Expanded literature review that relates topic and prior research to current research – chapter 2
- Methodology used in study – chapter 3
- Findings presented appropriately according to analysis used (qualitative, quantitative) – chapter 4
- Conclusions and recommendation emerging from the findings – chapter 5
- Reflections on the process and what was learned; plans for the future of the project – chapter 6

This type of LAP generally includes 20-25 resources as part of the literature review and runs between 40-50 pages.

Both papers should include:

- A critical reflection on the candidate's experience throughout the process of completing the Leadership Application Project, especially as it relates to leadership and other opportunities for growth experienced by the candidate. This should be part of the final chapter.
- Accurate use of APA style throughout the paper and in the resource list at the end.

Work out a plan with your LAP adviser about when and how you will submit drafts of your project to them. Plan on several exchanges and revisions. At this stage of the process, your adviser takes on the role of editor. Since your paper will eventually be published and placed on our library shelves, it is important that it be of high quality. Your adviser/editor will strive to help you achieve that.

Presenting your LAP

10. With the approval of the project adviser, **submit copies of the draft** final paper, and as appropriate, the final product, to each member of the Project Review Committee for reading and feedback. Plan at least one month for reading and necessary revising prior to the oral presentation. Be sure to provide the adviser and reviewers with the most up-to-date revisions prior to the presentation. Additional revising will likely be necessary following your oral presentation.
11. During the reading/revising time, schedule your oral presentation for a time that is convenient for you and your committee. Notify the MAE Coordinator to reserve a room for the presentation.

Confirm the schedule and meeting room with your committee. You can invite family, friends and/or colleagues to attend the presentation portion of your oral. Also, during this time create the Certificate of Approval and Final Approval forms to bring with you to your presentation.

12. Present your final paper at the scheduled time and place. The presentation and ensuing discussion usually lasts about an hour. It is your time to explain and defend the leadership application project on which you are now an expert. After this portion, you and any invitees will be asked to leave the room so your committee can decide whether you are ready to be done with the project and/or what revisions must still be made in the final paper. Specifically, your committee can decide one of the following:
 - You are completely done, in which case all members will sign the Certificate of Approval form and your adviser will sign the Final Approval form.
 - You have some revisions to make, but your committee members are all willing to sign the Certificate of Approval form. Your adviser will sign the Final Approval form after you have successfully completed the required revisions.
 - You have extensive revisions to make and must do them before committee members agree to sign either form. Committee members can request a second group presentation of revised work or can agree to review revised work individually, signing forms when satisfied with quality. If revisions are required, the revised final paper must be submitted to the adviser and committee member, if required, within one month of the presentation unless otherwise negotiated.

Finishing up with the details

14. After you receive notice that your final paper is fully approved, it is your responsibility to have it bound and delivered to the MAE Coordinator, no later than two weeks after notification. At this time you will turn in:
 - A bound copy of your final paper*
 - A loose-page (unbound) copy of your final paper
 - A separate abstract page
 - The Family Educational Rights and Privacy Act Requirements form
 - The Final Approval form

*Your bound copy should include, directly after the title page, the Certificate of Approval with the original signatures of your project adviser and the other two members of your committee and an abstract page. Style and format guidelines for final projects are included in this handbook. Please follow these guidelines exactly as they are presented.

Necessary forms and samples of the Certificate of Approval, title page, and abstract are found in Appendix A.

Review and Evaluation Procedures

There are **two major points of review** built into the Leadership Application Project process. One is the LAP adviser's review and approval of the Leadership Application Project Definition proposal. The other is the final oral presentation of the project and final paper.

Each Leadership Application Project Definition proposal must receive formal approval from the adviser. Once the proposal is approved, the student may register for EDC 585 and carry out the plan set forth in

the proposal.

To graduate and earn the MAE degree, a student must pass a formal oral presentation of the Leadership Application Project and final paper and receive a grade of Pass on a P/N scale. Augsburg graduate program standards equate a pass to be a grade of 3.0 or better. The adviser must give preliminary approval to the project before the student schedules the final presentation.

Role of Adviser and Reviewers

Each student will select and work with a Leadership Application Project adviser, usually someone who has knowledge of the topic in question and who the student feels they can work with well. The adviser must be a faculty member, generally in the Education Department and generally holding a Ph.D. In some cases, a faculty member with a master's degree and a research background or expertise in the topic of the student's LAP will be acceptable. In specific cases where a topic is outside the range of expertise of the Education Department faculty, the student may select an adviser from other departments or areas on campus. When no campus-based adviser can be found, the student must select a different topic for his or her LAP or must elect to complete the MAE through a different degree completion option.

The adviser will serve three primary roles: providing guidance through the process of carrying out the Leadership Application Project, reading and responding to initial drafts of the paper, and serving as the chair of the committee that reviews the Leadership Application Project and final paper. Students should receive approval of their project adviser at all stages of their project. If papers need significant amounts of editing, the student should locate and/or hire someone to perform this function. Advisers have the right to limit the amount of copy editing in which they engage.

Each student will also select two additional reviewers who will act as readers for the final paper. Generally, one reader will be from the Education Department and one will be from outside the Education Department, possibly in a field related to the topic of the project. This outside reader can either be from another department at Augsburg or from off-campus. The outside reader should have expertise and experience with the topic of the LAP; an M.A. in the area being studied is preferred. The **role of the readers** is to provide feedback on the accuracy, content, and clarity of the final project paper.

Advisers will be paid a \$400 stipend for their work. Readers will receive a \$100 stipend for their work. The MAE program pays stipends upon completion of the project.

Human Subjects Research

If human subjects are involved in the project, you must submit a proposal to the Institutional Review Board (IRB). To obtain information on the IRB, go to <www.augsburg.edu/irb>. This site also lists the IRB meeting dates, applications to download, and answers to frequently asked questions.

Registration Policy

Students undertaking the Leadership Application Project must register for a 1.0 graduate independent study under the course number of EDC 585 during the term they begin the project. The student's adviser and the MAE Director must sign off on the Independent Study form. The adviser's signature on the independent study form indicates acceptance of the project proposal. The student will receive an X

grade until the project is completed and successfully defended. See the *Continuation Policy* described earlier in this handbook for details of subsequent registrations.

Action Research Project Specifications

Developing an Action Research Project and Paper

- Register manually for EDC 592 Action Research 1. The instructor or program director's signature is required for registration. As part of this course, complete and get instructor approval for IRB proposal.
- When IRB proposal has been signed by the instructor of EDC 592, you can register for EDC 593 Action Research 2. This course will focus on data collection and analysis and the drafting of your final paper.

Final Research Paper Overview

This paper should be approximately 50 pages and is the final documentation of your action research efforts. The paper is comprised of six chapters:

- A. Introduction
- B. Literature Reivew
- C. Methodology
- D. Findings
- E. Conclusions/Recommendations
- F. Reflections

More specific information on the content of the paper is provided in EDC 593.

Symposium Overview

At this point, you will present your research to current students, faculty, and individuals from your school and other members of the community you choose to invite, at a symposium scheduled during the spring or fall trimester. Your adviser will determine if your research is ready for presentation at the spring or fall symposium. You will have 25 minutes in which to present your research and allow for questions and answers. The following is a suggested outline for your presentation:

- A. Introduction
Introduce self, advisor, and topic
- B. Topic
Explain why you selected your topic and describe your study, data gathering, findings, and conclusion
- C. Questions

Plan to use PowerPoint or other presentation tool to structure your presentation.

Final Research Paper Completion and Grading

In order to successfully complete the Action Research Project students must receive a Pass (3.0 or better) on a P/N scale for their completion of a final paper and participation in research. A pass will be given upon successful completion of a research paper, participation in a research symposium, and submitting a bound copy of your final research. The following must be delivered to the MAE Coordinator to be considered complete:

- A. A bound copy of your final paper*
- B. A loose-page (unbound) copy of your final project
- C. A separate abstract page
- D. The Reader Designation form
- E. The Family Educational Rights and Privacy Act Requirements form
- F. The Final Revision Approval form

*Your bound copy should include, directly after the title page, the Certificate of Approval with the original signatures of your adviser and the reader. The Style and format guidelines for final projects are included in this handbook. Necessary forms and samples of the Certificate of Approval, title page, and abstract are found in Appendix B.

Advising and Reviewing

The Action Research course instructor will be the person with whom you primarily work. You will also be required to choose another faculty member as a reader for your project. The role of this person is to read your paper and provide feedback on accuracy, content, and clarity. When possible, choose someone who has some interest in your subject area. That person, as well as the course instructor, must deem your paper to be acceptable before your project is finally approved. If papers need significant amounts of editing, the student should locate and/or hire someone to perform this function. Advisers have the right to limit the amount of copy editing in which they engage.

A final copy of your paper should be given to both your course instructor and your reader.

Human Subjects Research

If human subjects are involved in the project, you must submit a proposal to the Institutional Review Board (IRB). To obtain information on the IRB, go to <www.augsburg.edu/irb>. This site also lists the IRB meeting dates, applications to download, and answers to frequently asked questions.

Evaluation Procedures

P/N evaluation is used for the Action Research courses EDC 592 and EDC 593. A P grade is equivalent to a 3.0 or better grade. Assignments designed to move you towards completion are due as indicated in the course syllabi. The course instructor is also your action research project adviser and he or she – in consultation with your reader – determines if your project is ready to be presented at an Action Research symposium. Your adviser and your reader must both sign the Certificate of Approval that indicates you are ready for the symposium even though both may want revisions before your paper is fully approved. After the symposium and after all revisions are successfully completed, your adviser/instructor signs the Final Approval form.

Registration

Students initially register for EDC 592 which introduces the research process. In order to register for the second course, EDC 593, an IRB proposal submitted to the IRB is required. The course instructor of EDC 592 determines when the IRB proposal is of sufficient quality to be submitted to the IRB committee. The student will receive an X grade for EDC 593 until the project is completed and presented. See the *Continuation Policy* described earlier in this handbook for details of subsequent registrations.

Style and Format Guidelines

Preparing Your Final Project

With corrections approved, you may have your final project copied and bound by a printer. You will request two copies, a bound version and an identical loose-page (unbound) version, plus an additional (third) copy of the abstract page, all to be submitted to the MAE Program Coordinator. The MAE Program Coordinator will also need the FERPA Library Release Form and the Final Approval Form. Both copies of the paper are forwarded to Lindell Library by the MAE Program Coordinator, after verifying the final paper was properly copied and bound. The bound copy will be placed in the library archives and the loose-page copy will be cataloged and made available for circulation.

Format

Make certain you follow these guidelines as your final project may be rejected by the MAE Program Coordinator if it does not comply with these standards.

Words Per Page: The guideline is 250 words per page, double-spaced, excluding the table of contents, references, and appendices.

Style: It is expected that you will use the style outlined by your adviser or outlined in the American Psychological Association (APA) Manual. All projects must contain a title page, a certificate of approval page, an abstract page, a table of contents, sequential page numbering, and a reference list. Samples of the title page, certificate of approval page, and abstract page, included in the appropriate Appendix (A – LAP, B – Action Research) should be used as a guide. You are to recreate these pages on your computer.

Page Order: Page order for the project is as follows: title page, certificate of approval page, dedication page (optional), acknowledgements (recommended), abstract page, table of contents, list of tables, list of figures, body of the project, reference list, appendices.

Pagination: Chapter 1, or the first page of the main text of the project, is numbered page 1 (Arabic numerals). All pages preceding this, beginning with the title page and up to the first page of text, should be counted in lowercase Roman numerals (example: the title page is an implied page i, the next page is page ii, and so on.) Appended information and bibliographies can be handled in one of two ways:

1. Continue pagination from the main text (e.g., the last page of the project text is page 98; the first page of the bibliography is 99, and so on)
2. Begin new pagination with a mnemonic prefix (e.g., the last page of the project text is page 98; the pages of the appendices are A-1, A-2, A-3, and so on)

Type: All type should be a standard serif font in 12-point type. All print must be in black ink and must appear on only one side of each page.

Paper: Paper size must be eight and a half by eleven inches.

Margins: The left margin of all pages including appendices, notes, and references will be two inches. The top, bottom, and right margin for all pages will be one inch.

Spacing: The body of the thesis must be double-spaced.

Appendices: The appendices are an integral part of the project and must conform to all the format specifications.

Your Name in Your Project:

The name you use on the title page should be your professional name. It should be the name that appears on your teaching license, the name that will appear on your diploma, and should be consistent throughout the document. The name you use on your title page will be transcribed literally

by the library staff when they catalog your project for the collection.

Printing

Both the bound and loose-page copies of the project are expected to be on 75% or 100% cotton rag (the water mark on the paper indicates the cotton content), 20- or 24-pound weight to insure longevity. The pages of the bound and loose-page project copies may be printed directly from your computer, provided you use a higher quality laser printer and print using the cotton rag paper. Otherwise, you may prefer to produce a set of good quality originals (still using the laser printer) and have them photocopied on the cotton rag paper. If photocopies are used, it is your responsibility to insure that they are acceptable reproductions. All pages must have high contrast with consistently dark print throughout the project. The print must be permanent, and it must not smudge. Reduced photocopies of tables, charts, and graphs are acceptable if legible and within the specified margins. Charts and graphs using color are acceptable only if the adviser approves. India ink may be used if hand-lettering or drawing is necessary. Two suggestions of locations to have your final project printed and bound are:

- University of Minnesota Printing Services 2818 Como Ave, St. Paul 612-625-9500
- FedEx Kinko's Office and Print Center Branch 0609, Uptown (other branches as well) 1430 W. Lake St., Minneapolis 612-822-7700

Having Your Project Bound

As mentioned previously, one copy of the paper must be bound. The student is responsible for the cost of binding. The student is also responsible for ensuring that pages are bound in the correct order and that the ink print is dark and free of smudges. The signature of your Committee or Readers on the Certificate of Approval page must be original signatures (not photocopied) for the bound copy. You may wish to have the thesis bound first and then collect signatures. However, if you'd like to collect signatures in advance of binding, make sure you print the Certificate of Approval on 100% cotton rag (20- or 24-pound weight) before collecting signatures. The bound project must not exceed two inches in thickness after binding. If the project is more than two inches thick, it must be bound in two or more volumes, not to exceed two inches. Include volume number on the spine and on the title page (of each volume). All volumes must be sewn either on an over sewing machine or by hand whip stitching. All projects are to be bound in black heavy weight buckram. Fabrikoid, leatherette, or similar cloths are not acceptable. Spine lettering must be in gold and must specify the degree awarded (MAE), the year degree is awarded (2011), your full name, and volume number (only when applicable), in that order. (Your name on the spine must be the same as your name on the title page.)

Example:

MAE 2011 Jane Addams

Vol. II

Loose-Page Copy

The second copy of the paper must be a "loose-page" copy. This copy is identical to the bound copy and printed on cotton rag, but is not bound. No holes should be punched and no binding (i.e., coil, comb, tape, wire, etc.) should be requested. The loose page copy will be comb bound by Augsburg's library staff at a later date. The Certificate of Approval page for the loose-page copy can be a photocopy of the page with original signatures. Correction fluid must not be used to make corrections in the final bound or loose page copies of the project.

Printer Instructions

For your convenience, you may wish to tear off this page and provide the information on the back to your printer to ensure proper specifications are followed. If you'd like additional copies of your project for yourself, your family or members of your Committee, make adjustments to the instructions accordingly.

Attention Printer:

This student requires two copies of his or her project: one bound and one loose-page copy. The student will provide you with a clean set of originals. Please provide the following services:

1. Make TWO copies of the set of originals, each on 70% or 100% cotton rag, 20- or 24-pound weight. Each set should be single-sided and collated.
2. One set of copies should be bound in black heavy weight buckram, sewn either on an over sewing machine or by hand whip stitching. The bound project must not exceed two inches in thickness after binding. If the project is more than two inches thick, it must be bound in two or more volumes, not to exceed two inches each. Include the volume number on the spine of each.

If the student provides a Certificate of Approval page with original signatures, this should be included in the bound version following the title page.

Spine lettering must be in gold and must specify the degree awarded, the year degree is awarded, the student's full name, and volume number (only when applicable), in that order.

Example:

MAE 2011 Jane Addams

Vol. II

(Note: The name on the spine should be exactly the same name on the title page.)

APPENDIX A

**LEADERSHIP APPLICATION PROJECT
FORMS & APPROVALS CHECKLIST**

Form or Document	When Due	To Whom	Date turned in
Intent to Complete MAE Degree Program	Before registering for MAL courses	MAE Coordinator	
Adviser Designation & Project Approval form	Before registering for Independent Study	MAE Coordinator	
Register for Leadership Application Project: Use an Independent Study form along with an MAE Registration form to register for 1 .0 credit EDC 585 with advisor's signature	During registration period before term in which project or class is begun	MAE Coordinator	
IRB Approval (see www.augsburg.edu/irb/)	Once adviser approves proposal	IRB Committee; MAE Coordinator	
Project Review Committee Designation	Complete when registering Due with completed, bound project	MAE Coordinator	
Family Educational Rights and Privacy Act (FERPA) Requirements	With completed, bound project	MAE Coordinator	
Final Approval	With completed, bound project	MAE Coordinator	
LAP Certificate of Approval	In bound copy, behind title page	MAE Coordinator	
Abstract (2)	One abstract included in bound copy, A separate one submitted with bound copy	MAE Coordinator	

Questions about forms, approvals and final project guidelines can be addressed to MAE Program Coordinator, Karen Howell at (612-330-1354, howell@augburg.edu) or MAE Program Director, Vicki Olson at (612-330-1131, olsonv@augburg.edu).

Master of Arts in Education

Continuation Policy for Final MAE Project Course

EDC 585 – Leadership Application Project

Student Contract

Student Name: _____ ***ID #:*** _____
(Print)

I have read the Continuation Policy below and agree to its terms. I also agree to maintain communication about my project completion status with my adviser and the MAE director.

Student Signature: _____ Date: ____ / ____ / ____

Student Email Address: _____@augsborg.edu Phone: (____) ____ - _____

Faculty/Instructor Signature: _____ Date: ____ / ____ / ____

Continuation Policy

Continuation Policy, (revision in effect as of fall term, 2010)

Following the initial registration term for the course named above, final project students will be automatically registered for EDC 999 each trimester for up to 15 trimesters or until a grade for EDC 593 is submitted by the project adviser. EDC 999 maintains students' active status in the graduate program, including library, Augnet, and parking privileges. This registration will result in a Campus Access Fee of \$35 (subject to change as costs increase) each trimester.

*Automatic registration will occur for up to 5 years or 15 terms. At the end of this time, the course grade will change from X to N. Students who wish to complete the final project after receiving a failing grade must meet with the program director to evaluate readmission to the college and program. Students who are readmitted may need to complete additional course work and will need to pay full tuition for all additional courses and to repeat the final project course. If/when the final project course is completed, the new grade would supersede the previous grade.

*Students may withdraw from the college, and thus from the continuation 999 and the final project course, at any point during the continuation period and receive a W notation on the transcript for the final project course. Following a withdrawal, students are welcome to meet with the program director to evaluate readmission to the college and program. Students may be subject to additional course work.

*An Accounts Receivable hold will be placed on the student's account if the college-wide \$250 unpaid threshold is reached. The threshold will adjust with the practices of the Student Accounts Office. If a student owes more than the threshold amount, the Registrar's Office will not continue to automatically enroll the student in EDC 999. The Registrar's Office and the Student Accounts Office will inform the student, the program director and coordinator that the student must pay the account (including the late fee). At this point coordinators and/or program directors will communicate with the student and the faculty advisor and, if necessary, request that the faculty advisor submit a grade change of N. The student also may elect to withdraw from the college. If the grade change has not been submitted within one term, the program director will submit the grade change of N.

This policy is effective as of September 2010. Accumulated charges stand for current students, but going forward all would be charged \$35 per term. The Enrollment Center will work with students, as needed, who are currently in the continuation phase and who have accumulated a debt higher than the \$250 threshold.

**LEADERSHIP APPLICATION PROJECT
ADVISER DESIGNATION & PROJECT APPROVAL**

Student's Name _____

Proposed Title of Project _____

I agree to serve as adviser for the above named student on their project. Also, I have read and I approve this student's Project Definition Proposal.

Please remember if this research involves human subjects, it must be reviewed by Augsburg's Institutional Research Board (IRB).

Signature of Adviser

Date

Name of Adviser _____

RETURN THIS COMPLETED FORM TO THE MAE PROGRAM COORDINATOR.

**LEADERSHIP APPLICATION PROJECT
PROJECT REVIEW COMMITTEE DESIGNATION**

Student's Name _____

Proposed Title of Project _____

Adviser _____

Reader 1: Name _____

Address _____

Social Security Number* _____

Reader 2: Name _____

Address _____

Social Security Number* _____

*Social Security Numbers are required in order to issue a stipend.

Readers will be identified in consultation with your adviser. This reader works with you and your adviser. An Augsburg faculty member is preferred. However, someone with expertise specific to the chosen topic may be selected as long as your adviser approves the choice. Minimum academic preparation required: Master's degree.

RETURN THIS COMPLETED FORM TO THE MAE PROGRAM COORDINATOR.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) REQUIREMENTS

In accordance with the Family Educational rights and Privacy Act, Augsburg College is required to advise students in advance that their projects will be made publicly available as part of the curriculum requirements.

Please sign below to indicate that you have been informed of this requirement and agree that your project will be made available as a research source for the academic community through the college's library.

Name

Signature

Date

RETURN THIS COMPLETED FORM TO THE MAE PROGRAM COORDINATOR WITH YOUR COMPLETED FINAL PROJECT

LEADERSHIP APPLICATION PROJECT
FINAL APPROVAL

Student's Name _____

Title of Project _____

The student named above has completed all requirements of the Leadership Application Project to my satisfaction on his/her final project as required for the Master of Arts in Education degree.

Furthermore, this Project:

_____ did not involve human subjects therefore did not require IRB approval.

_____ did involve human subjects, therefore the research was approved by IRB.

Signature of Adviser

Date

RETURN THIS COMPLETED FORM TO THE MAE PROGRAM COORDINATOR WITH YOUR COMPLETED FINAL PROJECT

(Sample Certificate of Approval)

MASTER OF ARTS IN EDUCATION
AUGSBURG COLLEGE
MINNEAPOLIS, MINNESOTA

CERTIFICATE OF APPROVAL

This is to certify that the **Leadership Application Project** of

(Name)

has been approved by the Review Committee, and fulfills the requirements for the Master of Arts in Education degree.

Date of Oral Defense: _____

Date Completed: _____

Committee:

Adviser

Reader

Reader

(Note: This page should be retyped by the student on the same type and quality of paper used for the body of the project. The original signed page is to be bound into the bound copy of the final project.)

(Sample title page)

TITLE
(Centered, double spaced)

YOUR NAME
(Centered)

Submitted in partial fulfillment of the
requirements for the degree of
Master of Arts in Education

AUGSBURG COLLEGE
MINNEAPOLIS, MINNESOTA

2005

(Sample of Abstract)

ABSTRACT

TITLE
(Centered, double spaced)

STUDENT'S NAME
(Centered)

DATE
(Centered)

Leadership Application Project (EDC 585)

Abstract: 150 words or less

RETURN THIS COMPLETED FORM TO THE MAE PROGRAM COORDINATOR WITH YOUR COMPLETED FINAL PROJECT

(Note: Please submit a completed Abstract page in this format to the MAE Program Coordinator at the same time you submit your bound project. Do not deviate from this format. The library uses this page for cataloging purposes. The title on this page and the title page should be identical.)

APPENDIX B

**ACTION RESEARCH
FORMS & APPROVALS CHECKLIST**

Form or Document	When Due	To Whom	Date turned in
Intent to Complete MAE Degree Program	Before registering for MAL courses	MAE Coordinator	
Register for EDC 586/587 Action Research Courses	During registration period before term in which project or class is begun	MAE Coordinator	
IRB Approval (see www.augsburg.edu/irb/)	Once adviser approves proposal	IRB Committee	
Reader Designation form	Before end of EDC 587	MAE Coordinator	
Family Educational Rights and Privacy Act (FERPA) Requirements	With completed, bound project	MAE Coordinator	
Final Revision Approval	With completed, bound project	MAE Coordinator	
Action Research Certificate of Approval	In bound copy, behind title page	MAE Coordinator	
Abstract (2)	One abstract included in bound copy, A separate one submitted with bound copy	MAE Coordinator	

Questions about forms, approvals and final project guidelines can be addressed to MAE Program Coordinator, Karen Howell at (612-330-1354, howell@augsborg.edu) or MAE Program Director, Vicki Olson at (612-330-1131, olsonv@augsborg.edu).

Master of Arts in Education

Continuation Policy for Final MAE Project Course

EDC 593 – Action Research II

Student Contract

Student Name: _____ **ID #:** _____
(Print)

I have read the Continuation Policy below and agree to its terms. I also agree to maintain communication about my project completion status with my adviser and the MAE director.

Student Signature: _____ Date: ____ / ____ / ____

Student Email Address: _____@augsborg.edu Phone: (____) ____ - ____

Faculty/Instructor Signature: _____ Date: ____ / ____ / ____

Continuation Policy

Continuation Policy, (revision in effect as of fall term, 2010)

Following the initial registration term for the course named above, final project students will be automatically registered for EDC 999 each trimester for up to 15 trimesters or until a grade for EDC 593 is submitted by the project adviser. EDC 999 maintains students' active status in the graduate program, including library, Augnet, and parking privileges. This registration will result in a Campus Access Fee of \$35 (subject to change as costs increase) each trimester.

*Automatic registration will occur for up to 5 years or 15 terms. At the end of this time, the course grade will change from X to N. Students who wish to complete the final project after receiving a failing grade must meet with the program director to evaluate readmission to the college and program. Students who are readmitted may need to complete additional course work and will need to pay full tuition for all additional courses and to repeat the final project course. If/when the final project course is completed, the new grade would supersede the previous grade.

*Students may withdraw from the college, and thus from the continuation 999 and the final project course, at any point during the continuation period and receive a W notation on the transcript for the final project course. Following a withdrawal, students are welcome to meet with the program director to evaluate readmission to the college and program. Students may be subject to additional course work.

*An Accounts Receivable hold will be placed on the student's account if the college-wide \$250 unpaid threshold is reached. The threshold will adjust with the practices of the Student Accounts Office. If a student owes more than the threshold amount, the Registrar's Office will not continue to automatically enroll the student in EDC 999. The Registrar's Office and the Student Accounts Office will inform the student, the program director and coordinator that the student must pay the account (including the late fee). At this point coordinators and/or program directors will communicate with the student and the faculty advisor and, if necessary, request that the faculty advisor submit a grade change of N. The student also may elect to withdraw from the college. If the grade change has not been submitted within one term, the program director will submit the grade change of N.

This policy is effective as of September 2010. Accumulated charges stand for current students, but going forward all would be charged \$35 per term. The Enrollment Center will work with students, as needed, who are currently in the continuation phase and who have accumulated a debt higher than the \$250 threshold.

ACTION RESEARCH FINAL PROJECT
READER DESIGNATION

Student's Name _____

Proposed Title of Project _____

Action Research Project Adviser/ Course Instructor: _____

Reader: _____

Readers will be identified in consultation with your adviser. This reader works with you and your adviser. An Augsburg faculty member is preferred. However, someone with expertise specific to the chosen topic may be selected as long as your adviser approves the choice. Minimum academic preparation required: Master's degree.

I agree to serve as a reader for the above named student on their project. *Please remember if this research involves human subjects, it must be reviewed by Augsburg's Institutional Research Board (IRB).*

Signature of Reader Date

Reader: Name _____

Address _____

Social Security Number* _____

*Social Security Numbers are required in order to issue a stipend.

RETURN THIS COMPLETED FORM TO THE MAE PROGRAM COORDINATOR.

**FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT
(FERPA) REQUIREMENTS**

In accordance with the Family Educational rights and Privacy Act, Augsburg College is required to advise students in advance that their projects will be made publicly available as part of the curriculum requirements.

Please sign below to indicate that you have been informed of this requirement and agree that your project will be made available as a research source for the academic community through the college's library.

Name

Signature

Date

**RETURN THIS COMPLETED FORM TO THE MAE PROGRAM COORDINATOR WITH YOUR
COMPLETED FINAL PROJECT**

ACTION RESEARCH FINAL PROJECT
FINAL REVISION APPROVAL

Student's Name _____

Title of Project _____

The student named above has completed all requirements of the Action Research Project to my satisfaction on his/her final project as required for the Master of Arts in Education degree.

Furthermore, this Project:

_____ did not involve human subjects therefore did not require IRB approval.

_____ did involve human subjects, therefore the research was approved by IRB.

Signature of Adviser

Date

**RETURN THIS COMPLETED FORM TO THE MAE PROGRAM COORDINATOR WITH YOUR COMPLETED
FINAL PROJECT**

(Sample Certificate of Approval)

MASTER OF ARTS IN EDUCATION
AUGSBURG COLLEGE
MINNEAPOLIS, MINNESOTA

CERTIFICATE OF APPROVAL

This is to certify that the **Action Research Final Project** of

(Name)

has been approved by the Review Committee, and fulfills the requirements for the Master of Arts in Education degree.

Date of Symposium: _____

Date Completed: _____

Committee:

Adviser

Reader

(Note: This page should be retyped by the student on the same type and quality of paper used for the body of the project. The original signed page is to be bound into the bound copy of the final project.)

(Sample title page)

TITLE
(Centered, double spaced)

YOUR NAME
(Centered)

Submitted in partial fulfillment of the
requirements for the degree of
Master of Arts in Education

AUGSBURG COLLEGE
MINNEAPOLIS, MINNESOTA

2005

(Sample of Abstract)

ABSTRACT

TITLE
(Centered, double spaced)

STUDENT'S NAME
(Centered)

DATE
(Centered)

Action Research (EDC 586-7) Final Project

Abstract: 150 words or less

**RETURN THIS COMPLETED FORM TO THE MAE PROGRAM COORDINATOR WITH YOUR
COMPLETED FINAL PROJECT**

(Note: Please submit a completed Abstract page in this format to the MAE Program Coordinator at the same time you submit your bound project. Do not deviate from this format. The library uses this page for cataloging purposes. The title on this page and the title page should be identical.)

APPENDIX C

INTENT TO COMPLETE MAE DEGREE PROGRAM

Students in the Master of Arts in Education program must formally declare their educational intentions by submitting this completed form to the MAE Program Director. Students can also use this form to change their previous intention. Students not submitting a form within a year of student teaching will be considered licensure only, and therefore, not intending to complete the degree. Students will review degree completion options with an advisor prior to submitting this form.

Your educational intention: **licensure and MAE** **licensure only**

Any student who has been away from the college for more than three trimesters must also complete an application for readmission to the college. The form is located on the Registrar's website: <http://www.augsburg.edu/registrar/forms.html>

Name _____ **Student ID** _____

Address _____ **City** _____ **State** ____ **Zip** _____

Email Address _____

I have met with this student to review degree completion options. This student intends to complete the MAE degree through the following option:

Action Research

LAP Performance Assessment

Advisor or Program Director Signature _____ **Date** _____

By signing this form the student understands that the coursework which makes up the degree completion phase reinforces the MAE program theme, teacher as developing professional. Furthermore, the students understand that they will actively engage in research, collaboration, and strengthening their leadership skills at a personal and/or institutional level.

Student Signature _____ **Date** _____

List graduate level education licensure courses already completed at Augsburg, and grades achieved.*

List any graduate level education courses taken elsewhere that you are seeking to transfer into the program. Please attach a transcript showing the course grade and a catalog course description for each course to be transferred. * There courses must be approved by the program director.

List graduate level education licensure courses still to be taken at Augsburg. *

* See Graduate Program Information handbook for course, GPA, and transfer requirements.

This intent form has been reviewed and approved

Program Director Signature _____ **Date** _____

