
2009-2010

**Final
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. It includes information on filing an Intent to Complete form and details about the research portion of your degree completion. In addition to this resource, the education department faculty and staff are always 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!

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Graduate Degree Completion Process and Requirements

After completing the licensure phase of the degree program, students must complete between three to five additional graduate courses offered by the education department and the Master of Arts in Leadership (MAL) program and formally declare their intent to the department in order to complete a master's degree. A total of nine graduate courses are required for the MAE degree. The graduate components of the licensure courses and the degree completion portion emphasize teacher leadership, the theme of the MAE program. The process to formally declare your intent and the courses required to complete your degree are described below.

Declaration of Intent to Complete

Students who have been fully admitted into the MAE program must formally declare their intent to complete the master's degree. This can be done any time during coursework, and up to one year after completing student teaching. Students must declare their intent to complete the MAE program before registering for and taking Master of Arts in Leadership courses. Declaration is done on the Intent to Complete form. Completion of this form begins a seven-year window to complete the master's degree.

The Intent to Complete form can be found at the end of this handbook. It should be submitted to the MAE Program Director. At the point of filing the declaration of intent, Augsburg graduate-level courses graded 3.0 or better 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. Graduate level "slash" courses with a grade of 2.0 can be used for licensure but will not be accepted into the MAE degree, even when the cumulative GPA is 3.0.

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 transferred in as a .5 Augsburg course.

Students need nine graduate courses to complete the MAE degree. Between four to six courses can be drawn from the appropriate licensure core; the remaining portion of courses for the degree will be MAL and education requirements and electives. All MAE students complete at least two MAL courses (ML 514 Research Methods and an ML elective, see options on page 3). The final project comes out of the education department and is also required. Additional electives to reach the required nine courses can be drawn from MAL and from education graduate course offerings. In most cases, students will complete the licensure program prior to the graduate degree.

Graduate Requirements for Degree Completion

To earn a master's degree, students will need to successfully complete a minimum of three additional graduate-level courses beyond the graduate licensure core (see above) and reach the required nine courses for degree completion. The courses are

ML 514 Research Methods

1-3 elective course(s), chosen from the Masters of Arts in Leadership program (see below)

An Action Research (EDC 586-587) or Leadership Application Project (EDC 585) Final Project

The research methods course will help prepare students to evaluate and document research for use in their final project or paper. In this course, both qualitative and quantitative methods will be examined. The leadership elective courses allow students to examine issues of leadership at a personal or institutional level. The final project provides students the chance to exercise scholarly leadership as they raise and investigate questions of concern, deepen knowledge in a specific area, devise solutions to particular problems, and present their knowledge to others. *Students bringing fewer than six graduate licensure courses into the MAE degree completion program must complete additional leadership or education graduate courses to reach the total of nine required courses.*

Leadership Elective Options

Students are encouraged to meet with their education adviser to plan which elective course(s) they will take to complete the MAE degree. MAE students may choose from the following Master of Arts in Leadership courses for their required ML elective:

ML 510 Visions of Leadership

ML 511 Creativity and Problem-Solving

ML 520 Self Identity, Values, and Personal Growth

ML 530 Ethics in Communication

ML 531 The Dynamics of Change

ML 545 Decision-Making and Leadership

ML 550 Communication, Decision-Making, and Technology

ML 560 Developing a Multicultural Perspective

ML 565 Women and Leadership

Other ML courses may also be considered

Final Project Options

MAE students have two options for fulfilling the MAE final project: the Leadership Application Project or the Action Research course sequence and project.

The Leadership Application Project (LAP) is a self-directed study that links issues of leadership and education with the degree candidate's personal interests. The character of the project will vary with the nature of the investigation and the materials involved, but will always be application oriented. The central component of the Leadership Application Project (LAP) is the demonstration of leadership ability through a concrete research-based project/study appropriate to the candidate's workplace or place of service. Most LAPs involve the following: defining an issue/problem/question; conducting a literature review to help generate a solution/answer; developing a concrete means of addressing the issue/problem/question; testing it out; documenting the results; and reporting the results to interested parties. Students selecting this option will register for EDC 585 Leadership Application Project and work closely with a project adviser from Augsburg College. Students who are interested in this option should meet with the MAE Program Director to discuss project ideas and potential project advisers.

The Action Research Project (ARP) is instructor directed and based on the concept of action research—a collaborative, self-reflective research method designed to be used in real situations and aimed at solving real problems. The goal of action research is to gain better knowledge of one's practice while improving the situation in which the practice is conducted – typically the classroom. This option is comprised of two .5 credit courses taken in sequential terms. The first course, EDC 586, introduces candidates to action research and developing proposals for investigation. The second course, EDC 587, is focused on collecting and analyzing data and writing up the final project report. The Action Research Project (ARP) culminates in a symposium in which candidates present their research in a public forum. Symposia are held in late spring and late fall. The Action Research course instructor determines who is eligible to participate in a given symposium. Students who are interested in this option should register for EDC 586 and then 587 in the terms they are offered.

Students who are uncertain which option fits best for them can meet with the MAE Program Director and/or their education department adviser to explore their concerns and thoughts.

Time Limit for Completion of Final Project

Students have six terms to complete either project without incurring additional charges beyond tuition for EDC 585 or EDC 586/587. Students who do not complete their project within that time can continue as an active student and work on their project for a fee of \$200 per term for a maximum of three terms.

Leadership Application Process (LAP)

Purpose

The Leadership Application Project is a research-based study that links issues of leadership and education with the degree candidate's personal interests. The character of the project will vary with the nature of the investigation and the materials involved, but will always be application oriented. The central component of the Leadership Application Project is the demonstration of leadership ability through a concrete project appropriate to the candidate's workplace or place of service.

An acceptable Leadership Application Project should exhibit the following general characteristics:

- The Leadership Application Project should have an applied orientation, demonstrating an active leadership role relating to the student's work or service experience.
- The Leadership Application Project should demonstrate the ability to do independent analysis involving the review of primary and secondary literature appropriate to the background and context of the central problem or issue in question.
- The Leadership Application Project should exhibit careful planning, organization, and implementation of a solution to a problem or a resolution of an issue. The form and format must be appropriate to the context and setting of the problem or issue.
- The Leadership Application Project should be presented formally and successfully to others in the place of work or service as well as in a final oral presentation with the advisor and readers.
- The final paper presenting the Leadership Application Project should be prepared in correct and clear English.

Steps in Development of the Leadership Application Project

1. Consult with the MAE Program Director to select an application project topic and potential Leadership Application Project adviser.
2. Secure a LAP faculty adviser. Begin to work with this advisor to define the specific issue or problem that will be addressed.
3. Notify the MAE Director and MAE Coordinator of your choice of adviser and topic, using the Adviser Designation and Project Approval form.
4. 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)
 - A clarification of how the project will extend, modify, or build on existing knowledge of the issue or problem
 - A statement of purpose, a plan of execution in outline form, and a means of assessment to be used in the project
 - A description of the form and format of the final product, resulting from the Leadership Application Project
5. Submit your proposal to your LAP advisor for approval.
6. Once your Project Definition Proposal is approved, register on an Independent Study form for EDC 585 Leadership Application Project for 1.0 graduate credit. Submit this form along with an MAE registration form to the Registrar's Office.
7. 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.
8. 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.

9. In consultation with your LAP advisor, carry out the work of the approved Leadership Application Project proposal.
10. In consultation with your LAP adviser, write the final paper for the Leadership Application Project. This paper should include:
 - A statement of the problem or issue
 - An expanded literature review that informs the final product
 - A description of the process in which the candidate engaged to accomplish the project
 - A description of the final product; the actual product is to be submitted under a separate cover
 - A critical assessment of the impact and quality of the final product and its potential contribution to educational context/use for which it was developed
 - 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
11. 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 revised final paper. Additional revising will likely be necessary following your oral presentation.
12. 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.
13. 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 an application project on which you are now an expert. Your committee will 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 revision 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.
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.

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 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 equates 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.

Advising and Reviewing

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.

The adviser will serve two primary roles: providing guidance through the process of carrying out the Leadership Application Project and serving as the chair of the committee which reviews the Leadership Application Project Definition proposal and the completed project and final paper. Students should receive approval of their project advisers at all stages of their projects.

Each student will also select two additional reviewers who will act as readers for the proposal and 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.

Advisers will be paid a \$400 stipend for their work. Readers will receive a \$75 stipend for their work. All stipends will be paid 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.

Continuation Policy

A student will have EDC 998 Project Continuation on the transcript along with an X grade for five subsequent terms after the term in which he or she registered for EDC 585. A student who has not completed the Leadership Application Project within six terms of its inception (starting with EDC 585) will be registered for EDC 599 Project Continuation and will pay a continuation fee of \$200 per term in order to retain student status at Augsburg and in his or her graduate program, including library, AugNet, and parking privileges. This EDC 599 continuation can extend for three terms. A student who has not completed their LAP project at the end of the third term of EDC 599 will be dropped from the program and the X grade becomes a N.

Thereafter, if a student would like to request an extension, they must do so in writing and must include an explanation for the delay and a plan for completing the project. The MAE Director will consider the request and grant additional time, if approved. If the request is approved, the student will continue in EDC 599. If a student's request is denied by the MAE Director, the student has the right to appeal this decision to the Education Department Graduate Committee and, if necessary, to the Dean of the College.

During the period in which the continuation policy applies, the X grade will remain on the student's record. The grade will be changed when the project is completed. At the end of three years, if the project is not completed and the student has not requested an extension, the X grade will become a N.

Action Research in Education

Purpose

The Action Research in Education option is comprised of two half-credit courses taken in sequential terms: EDC 586 and EDC 587. This course sequence will introduce students to action research, a form of research that simultaneously contributes to the practical concerns of people while furthering the goals of social science. It requires active self-reflective inquiry and collaboration. Action research is used in real situations and is aimed at solving real problems. The goal of action research is to gain better knowledge of one's practice while improving the situation in which the practice is conducted.

In EDC 586, students will:

- Gain knowledge in the methods and techniques of conducting action research
- Understand the role of functioning as a reflective practitioner and how that impacts upon their research and practice
- Identify a pertinent research topic and complete a proposal to present to the Institutional Review Board (IRB)
- Gain knowledge and practice in data collection
- Discuss the role of ethics in their research
- Critically review literature related to action research and their research topic

In EDC 587, students will:

- Gather data, if not completed in EDC 586
- Analyze their data and complete a final action research project
- Develop a professional community through the sharing of their data analysis and giving and receiving feedback
- Identify uses of technology in their research
- Discuss the impact of their research and the role it can play in the larger arena
- Critically analyze their own research process

Final Research Paper Overview

This paper, which is the final documentation of your data collection and analysis should include an/a:

- A. Statement of the origin of the problem you chose to study
- B. Overview of the context of your study, including an extensive review of the pertinent literature
- C. Methodology
- D. Description of your findings and implications of your study
- E. Self-reflection on research process

The paper should be a minimum of 50 pages. Ideally your paper should be near completion by the end of EDC 587. Your final paper must receive a grade of Pass on a P/N scale. Augsburg graduate program standards equate a P grade to a 3.0 or better

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 term. 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 yourself, advisor, and topic
- B. Topic
Explain why you selected your topic and describe your study, data gathering, findings, and conclusion
- C. Questions

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 a research. A pass will be given upon successful completion of a research paper, participation in a research symposium, turning in a bound copy of your final research. The following must be delivered to the MAE Coordinator to be considered complete:

At this time you will turn in:

- 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 EDC 586-7 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. 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. 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 EDC 586 and the P for EDC 587. 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 register for EDC 586 and EDC 587 in the normal fashion during the terms in which they are offered.

Continuation Policy

A student will have EDC 998 Project Continuation on the transcript along with an X grade for four subsequent terms after the term in which he or she registered for EDC 587. A student who has not completed the Action Research Project within six terms of its inception (starting with EDC 586) will be registered for EDC 599 Project Continuation and will pay a continuation fee of \$200 per term in order to retain student status at Augsburg and in his or her graduate program, including library, AugNet, and parking privileges. This EDC 599 continuation can extend for three terms. A student who has not completed their Action Research project at the end of the third term of EDC 599 will be dropped from the program and the X grade becomes a N.

Thereafter, if a student would like to request an extension, they must do so in writing and must include an explanation for the delay and a plan for completing the project. The MAE Director will consider the request and grant additional time, if approved. If the request is approved, the student will continue in EDC 599. If a student's request is denied by the MAE Director, the student has the right to appeal this decision to the Education Department Graduate Committee and, if necessary, to the Dean of the College.

During the period in which the continuation policy applies, the X grade will remain on the student's record. The grade will be changed when the project is completed. At the end of three years, if the project is not completed and the student has not requested an extension, the X grade will become a N.

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 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 one-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 (2005), 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 2005 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 2005 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	

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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).

**EDUCATION DEPARTMENT
INTENT TO COMPLETE MAE DEGREE PROGRAM**

Students must declare their intent to complete the MAE degree by completing this form and submitting it to the MAE Program Coordinator. This form should be submitted before the student registers for a Master's in Leadership elective course.

Name _____ Student ID _____

Address _____ City _____ State ____ Zip _____

Email _____

Please check one: _____ seeking licensure and degree
 _____ seeking degree only

I. Please list graduate-level education licensure courses already completed at Augsburg, and grades achieved.*

II. Please list any graduate-level education courses taken elsewhere that you are seeking to transfer into the program. Please attach a transcript show the course grade and a catalog course description for each course to be transferred. **

III. Please list graduate-level education licensure courses still to be taken at Augsburg. *Please note that a minimum of 2.0 graduate-level licensure courses and 3.0 graduate degree completion courses must be taken at Augsburg College.*

* Courses with a grade of 3.0 or better can be transferred into the MAE graduate degree program.

**Typically no more than two courses will be accepted in transfer into MAE degree program. If more than two courses are being submitted for approval, a letter of support from the education department adviser must be included with this form.

GRADUATE PROGRAM DIRECTOR'S DECISION:

_____ is accepted into MAE degree
Student name program.

Courses taken at Augsburg accepted into degree program:

Courses taken elsewhere accepted into degree program:

_____ is not accepted into MAE degree
Student name program.

Please state reasons:

_____ *Signature*

_____ *Date*

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).

EDUCATION DEPARTMENT
INTENT TO COMPLETE MAE DEGREE PROGRAM

Students must declare their intent to complete the MAE degree by completing this form and submitting it to the MAE Program Coordinator. This form should be submitted before the student registers for a Master's in Leadership elective course.

Name _____ Student ID _____

Address _____ City _____ State ____ Zip _____

Email _____

Please check one: _____ seeking licensure and degree
 _____ seeking degree only

I. Please list graduate-level education licensure courses already completed at Augsburg, and grades achieved.*

II. Please list any graduate-level education courses taken elsewhere that you are seeking to transfer into the program. Please attach a transcript show the course grade and a catalog course description for each course to be transferred. **

III. Please list graduate-level education licensure courses still to be taken at Augsburg. *Please note that a minimum of 2.0 graduate-level licensure courses and 3.0 graduate degree completion courses must be taken at Augsburg College.*

* Courses with a grade of 3.0 or better can be transferred into the MAE graduate degree program.

**Typically no more than two courses will be accepted in transfer into MAE degree program. If more than two courses are being submitted for approval, a letter of support from the education department adviser must be included with this form.

GRADUATE PROGRAM DIRECTOR'S DECISION:

_____ is accepted into MAE degree
Student name program.

Courses taken at Augsburg accepted into degree program:

Courses taken elsewhere accepted into degree program:

_____ is not accepted into MAE degree
Student name program.

Please state reasons:

Signature

Date

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.)

