

G.

Applied Inquiry PROJECT

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Applied Inquiry Project Proposal — Processes

Note: Students should take LL5450b prior to or in conjunction with proposal preparation.

Forming the Academic Committee (Proposal required; no registration)

- 1.** AIP Focus: Student confers with Faculty Mentor about the nature and focus of the Applied Inquiry Project (AIP). Student drafts Section 1 of the proposal (See Guidelines and Template).
- 2.** Student and Faculty Mentor review the program pre-approved list and profiles of Project Guides, and identify the person whose interests-expertise best align with the AIP.
- 3.** Using the Proposal template, student forwards Proposal-Section 1 to prospective Project Guide (cc to faculty mentor) requesting her/his service as Project Guide.
- 4.** Upon confirmation of the Project Guide, Faculty Mentor notifies the Graduate Office to process the appointment.

Developing the Proposal --- Guidelines/Template

Use the Guidelines on the MAEA website (Graduate Student Resources; Forms) to help you develop your proposal. Use the Proposal Template to construct the proposal.

When the proposal has been developed to the satisfaction of the Academic Committee, the Faculty Mentor will submit the Proposal, along with assessments by the student, faculty mentor, and project guide (see website, forms), to the GSPRC for review and final approval. The Proposal must be submitted as a Microsoft Word document. Once approved by the GSPRC, the Faculty Mentor will provide feedback on the proposal and on the next steps of the project.

Applied Inquiry Project — Final Product

The final product(s) for your Applied Inquiry Project (EA 528, 4 credits) should adhere to what was identified in the proposal.

- 1.** The student will consult with his/her Academic Committee while carrying out the work for the Applied Project. The student should ask for regular feedback along the way and manage ongoing, three-way communication.
- 2.** When the student has completed the final product(s), each member of his/her Academic Committee (including the student) will prepare a written assessment of this work, using the criteria provided (see I-10, Applied Inquiry Project – Final Review Form). The Academic Committee must approve the final product before submission to GSPRC.
- 3.** The student will submit the final product(s) and the assessments to the GSPRC, via his/her faculty mentor, for review, feedback, and approval. The GSPRC will review the final product(s) in light of its own interpretation of the criteria as well as the written assessments provided by the designated reviewers (student, faculty mentor, project guide).
- 4.** Upon approval, the GSPRC, including the faculty mentor, will confer to determine a letter grade for EA 528. If the final product is approved on condition or rejected, the Chairperson of GSPRC will delineate the areas for improvement and steps for resubmission.

5. The student will receive a letter from the Chair of GSPRC informing him/her of the results of the review of the Applied Inquiry Project, along with copies of the assessments.

