**DePaul University ⯁ School of Continuing and Professional Studies ⯁ MA Program in Educating Adults (MAEA)**

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**Project Guide for Applied Inquiry Project (AIP)**

An MAEA Project Guide may be requested from among the MAEA Program’s pre-approved listing of full or part-time faculty. Students should consult with their faculty mentor about requesting their Project Guide (PG).

The Project Guide (PG) for the Applied Inquiry Project (AIP) plays a primary role in development and assessment of the AIP Proposal and the Final Product. The Project Guide, student, and faculty mentor function as an academic committee for the Applied Inquiry Project.

**Responsibilities of the Project Guide include:**

1. working with the student and faculty mentor in developing the Proposal for the Applied Inquiry Project, using the Proposal Guidelines and Templates (see Appendix for Proposal Guidelines);
2. providing a formal assessment and approval of the student’s Proposal, via the faculty mentor, to the Graduate Student Program Review Committee (GSPRC);
3. providing ongoing input to the student, in consultation with the faculty mentor, during implementation of the project (following the Proposal approved by GSPRC);
4. providing a formal assessment of the student’s Final Product, via the faculty mentor;
5. maintaining communication with the student and faculty mentor during all phases of the project;

Upon GSPRC approval of the final AIP, SCPS provides an honorarium for serving as a MAEA Project Guide. Currently, this honorarium is paid at a per-capita credit-hour graduate rate (2018: $136 per crhr x crhrs = $544) [Note: SCPS full time faculty approved to serve as MAEA Program Guides are exempt from receiving an honorarium for the guide role.]

Qualifications of AIP Project Guides (pre-approved slate): current status as a DePaul PT or FT faculty member; an earned doctorate; expertise in relevant aspects of adult learning/education; experience advising on proposals and final projects; approval of the MAEA program.