

## Proposal Guidelines and Approval Form

### LAS 699: Applied Project

**Course Description:** Conducted under direction of a faculty member with full graduate faculty status from within the College of Arts and Sciences. Defended before a committee composed of the faculty director and two graduate faculty. Graded S/U. **Pre-requisite:** Completion of LAS 504, approval of applied project proposal, and permission of LAS director.

#### The Applied Project

The applied project option is flexible, tailored for students who don't necessarily need a great deal of research training. Some examples of applied projects include:

- Designing a course, complete with learning modules and assignments (portfolio of approx. 40-60 pages)
- Performing a small research project that is not as involved as a thesis (research log and report totaling approx. 40-60 pages)
- Developing an educational program for a non-profit organization (portfolio of approx. 40-60 pages)
- Developing a resource manual for a non-profit organization (approx. 40-60 pages)
- Preparing an annotated bibliography and questions for a final comprehensive exam in a particular subject area (annotated bibliography plus written exam totaling approx. 40-60 pages)
- Researching and developing three conference papers for presentation (and submitting abstracts to present them)
- Preparing a publishable research paper and submitting it for publication (approx. 25 very polished pages)
- Developing a teaching portfolio that includes teaching philosophy, sample job application letters, curriculum vita, sample syllabi, sample assignments, sample lesson plans/activities, and a scholarly based rationale for choices in material design (approx. 40-60 pages)
- Developing a professional portfolio (e.g., creative writing; medical writing and editing) (approx. 40-60 pages)

Regardless of the option chosen, the student will be required to write a final report describing their applied project experience and how it connects with their larger academic or career goals.

#### The Applied Project Proposal

The applied project proposal consists of a 250-500 word (approximate) description of the applied project. It should address the following:

- Describe your project.
- What is your area of focus and what is your rationale for pursuing this project?
- What is the current academic discourse that you will draw on to inform your project and what original contribution do you hope to make? / What sort of previous research or similar projects have been done in this area? (note that citations are appropriate for the proposal)
- Why is what you are doing interesting and important?

The proposal should also include a working bibliography of at least 15 scholarly and/or primary texts and a list of specific written assignments and other activities (as appropriate).

#### The Applied Project Committee

Ideally the student asks a faculty member with whom they have previously studied to direct the applied project. The faculty director and student should agree on two additional committee members. The role of

the committee members should be determined among the faculty director and members (e.g., advisory, judicial, content-oriented, editorial) so that everyone understands their role and expectations. The student should also talk with the faculty director about when to share drafts with the committee members.

It is highly recommended that the faculty director and student share the applied project proposal and planned schedule for completion with the committee as early as possible in the process so everyone is clear on expectations and timeline.

The faculty director must be someone with full graduate faculty status within the College of Arts and Sciences. The committee members must have associate or full graduate faculty status within the university. Please note that graduate faculty status is separate from promotion status (i.e., assistant, associate, or full professor). A list of faculty and their status for each department can be found in the School of Graduate Studies Graduate Catalog.

Changes to the committee should be made in consultation with the faculty director, and the faculty director or student should notify the LAS director of any changes.

### **Applied Project Length**

Since the applied project can take various forms, length of the written portion can vary. However, faculty and students should consider that the applied project is 6 credits and should be equivalent in workload to 6 credits of graduate work.

### **Timeline**

At the beginning of the semester *before* the student plans to enroll in applied project hours: the student should meet with the LAS director to discuss interests and options. That same semester will then be used to find and meet with a faculty director and prepare a proposal. *The student will not be registered for applied project hours until they have a proposal approved by both the faculty director and LAS director.*

It is strongly recommended that students break up their applied project hours over at least two semesters. Generally, a student who has a proposal ready and begins research at the beginning of the summer, and sticks to a good research and writing schedule throughout fall and spring, will be able to complete the applied project in time for a May graduation.

By the end of the semester before graduation: student should have submitted portions of the project to the faculty director and received feedback; student should also have a schedule for the subsequent semester.

At least 8 weeks before the graduation semester ends: student should be making timely progress toward completion; student and committee should have a very clear understanding of remaining work and deadlines for submission and feedback.

At least 4 weeks before the graduation semester ends: the student and committee should agree on an oral exam or presentation date that is prior to the last Friday of classes.

**The applied project must be completed, final revisions must be made, and a copy must be submitted with signature page no later than 4:30pm on the Friday of exam week.**

### **Applied Project Oral Exam/Presentation**

At a minimum, each student must present to the committee on his or her applied project. The presentation may be open to the public or closed. For specifics, students should consult with their faculty director and are encouraged to follow the guidelines within the faculty director's discipline.

**LAS 699: Applied Project Approval Form**

Student Name \_\_\_\_\_

Student WIU ID# \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_

Tentative Applied Project Title \_\_\_\_\_

Please indicate the semesters in which you plan to register for applied project hours and the credits per semester (e.g. FA 13, 3 cr; SP14, 3 cr OR FA 13, 2 cr; SP 14, 2 cr; SU 14, 2 cr)

\_\_\_\_\_

Proposal attached? \_\_\_\_\_

**Signatures**

Student \_\_\_\_\_  
Print name Signature/Date

Faculty Director \_\_\_\_\_  
Print name Signature/Date

Committee Member \_\_\_\_\_  
Print name

Committee Member \_\_\_\_\_  
Print name

LAS Director \_\_\_\_\_  
Print name Signature/Date

**LAS 699: Applied Project Completion Form**

**Student Name** \_\_\_\_\_

**Applied Project Title** \_\_\_\_\_

**Copy of project submitted?** \_\_\_\_\_

**Signatures**

**Student** \_\_\_\_\_

Print name

Signature/Date

**Faculty Director** \_\_\_\_\_

Print name

Signature/Date

**Committee Member** \_\_\_\_\_

Print name

Signature/Date

**Committee Member** \_\_\_\_\_

Print name

Signature/Date

**LAS Director** \_\_\_\_\_

Print name

Signature/Date