Master of Arts in Education

Degree Completion & Research Project Handbook

2014-15

Augsburg College
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 Program Director Vicki Olson, (olsonv@augsburg.edu) or your faculty adviser 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 Program Coordinator Caren Custer (custer@augsburg.edu)

Good luck on this final phase of your educational journey!
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**Graduate Degree Completion Overview**

After completing the coursework necessary for licensure, MAE students must complete between three to six additional graduate courses in order to earn a master’s degree. There are three completion options through which students take the requirements. All of the options consist of an elective(s) from the Master of Arts in Leadership program and a research course. Two of the options culminate with a major research project and require nine credits for completion. The third option concludes with a performance assessment course and requires twelve credits for completion.

<table>
<thead>
<tr>
<th><strong>Education Department Graduate Licensure Coursework</strong></th>
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<tr>
<td><strong>12-21 graduate semester credits</strong></td>
<td>Courses already taken which may have been applied to a teaching license (courses with a 500 number)</td>
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<tr>
<th><strong>Leadership Application Project Option</strong></th>
<th><strong>Action Research Project Option</strong></th>
<th><strong>Performance Assessment Option</strong></th>
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<tr>
<td><strong>9-18 graduate semester credits</strong></td>
<td><strong>9-18 graduate semester credits</strong></td>
<td><strong>12-21 graduate semester credits</strong></td>
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<tr>
<td>Independent project aimed at curriculum development of independent research</td>
<td>Guided qualitative research project in a classroom setting</td>
<td>Written and oral analysis and presentation of systemic problem and solution</td>
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<tr>
<td>* One to three leadership-focused electives*</td>
<td>* One to three leadership-focused electives*</td>
<td>* One to three leadership-focused electives*</td>
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<td>* One research course (ML/EDC 514 Research Methods)</td>
<td>* One qualitative research and project introduction course (EDC 592 Action Research I)</td>
<td>* One teacher leadership course (EDC 570 Teacher Leadership)</td>
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<td>* One project course (EDC 591 Navigating the Leadership Application Project)</td>
<td>* One data analysis and research writing course (EDC 593 Action Research II)</td>
<td>* One research course (ML/EDC 514)</td>
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<td>* EDC 594 Performance Assessment</td>
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<th><strong>MASTER OF ARTS IN EDUCATION</strong></th>
<th><strong>MASTER OF ARTS IN EDUCATION</strong></th>
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<tr>
<td>(30 graduate semester credits)</td>
<td>(33 graduate semester credits)</td>
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*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 in course work completed while in the MAE program, 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 made 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. One course from Augsburg graduate continuing studies can be used in the MAE degree program.

With approval of the MAE Program 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 do not replace the MAL elective and never do these courses replace the final project requirement. Courses that have a credit value of three semester credits will generally transfer in the best. Minimum semester credit requirements for the degree must be maintained.

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. Additionally, registration for EDC 591 – Navigating the Leadership Application Project or EDC 593 – Action Research II, is transacted using the Final Project Course Registration/Graduate Continuation Contract, found in Appendix B, which serves the dual purpose of registering student for Final Project course and ensures subsequent enrollment in Graduate Continuation status while student completes the final project. Entry into Graduate Continuation maintains students’ active status in the graduate program, including library and AugNet Services. The Graduation Continuation Policy is not applicable to the Performance Assessment Option.
Final Project Course/Graduate Continuation Policy

Receipt of the Final Project Course Registration/Graduate Continuation Contract triggers the Registrar’s Office to register students in their Final Project course and begin the clock on their 13 semesters (Final Project course semester + 12 additional semesters/4 years, summer terms will be counted) of Graduate Continuation Program eligibility. The Graduate Continuation Contract must be received by the Registrar’s Office by the last day to add with faculty signature – Full Semester class each semester as noted on the Academic Calendar. Late adds will require an Academic/Financial Petition as would any other late add and will be reviewed by the Student Standing Committee. The Registrar’s Office will monitor students in the program and send a message to their Augsburg e-mail account in their 12th semester notifying them that they have one semester remaining in the program.

Students approaching the end of the initial Graduate Continuation Program length of 13 semesters who wish to request an extension for 1-3 semesters must complete and submit the Graduate Continuation Extension Contract by the grading deadline of the 13th semester. Approval of the extension is at the discretion of the Program Director. Receipt of an approved Graduate Continuation Extension Contract triggers the Registrar’s Office to extend the Graduate Continuation Program for the 1-3 semesters. This form can be found online at the Registrar’s Office website.

Students approaching the end of their extension may request another extension following the process above if they have not reached the 3 semester extension limit. Students who have no further extension available may submit an Academic/Financial Petition to request additional time. The Program Director and faculty adviser/instructor should explain whether they support the extension and for how long.

If a grade is not received for the Final Project course and no Graduate Extension Contract is received by the grading deadline of the final extension semester the Registrar’s Office will change grade 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 coursework and will need to pay tuition and fees for any additional courses. If/when the Final Project course is completed, the new grade would replace the previous ‘N’ grade.

Students may withdraw from the College, and thus from Graduate Continuation 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 who are readmitted may need to complete additional coursework and will need to pay full tuition and fees for any additional courses. If/when the Final Project courses is completed, the new grade would replace the previous ‘W’ grade.
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. Students choosing the independent research option must bring a research background with them into the program. ML 514 is not sufficient preparation to conduct a study. 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 EDC/ML 514 and focus the literature review they create in the 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, sufficient prior background to conduct a research study successfully, and 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 ability to:

- Identify a question or concern of personal interest that can be answered through some form of investigative process.

- 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

- Think critically about and analyze existing research as it relates to their topic.
• **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.

• **Communicate** to an audience of education professionals about one’s project through writing and speaking in a prescribed, academically oriented, and formal fashion.

• **Persist** as required to conduct a long-term, self-directed project.

• **Feel** a sense of self-efficacy and confidence in their ability to influence change as a result of engaging successfully in the research process.

**Courses**

• 30 graduate semester credit total requirement

• 12-21 graduate semester credits for the education licensure and/or endorsement core and degree completion courses

• 1-3 electives, one of which must be an ML elective

• ML 514 Research Methods (sometimes 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 I could be taken in place of ML 514 with permission of the AR I instructor.

• EDC 591 Navigating the Leadership Application Project. This project option is for self-directed students who want to engage in an independent project aimed either at the development of an educational product or independent research. After the initial term, 12 additional terms are available for continuing registration, following the Graduate Continuation Policy and processes. An ‘N’ grade will be given if the project is not completed within the allotted number of terms.

• ML 514 generally will be offered in spring semester. MAE students should plan to do the ML elective in fall semester and ML 514 either the preceding or following spring semesters.

*Please note: The availability of this option depends upon having sufficient faculty advisers. It is possible that this option will be closed periodically when capacity is reached and/or restructured as a project course rather than an independent study option.*
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 ability to:

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

Courses

- 30 graduate semester credit total requirement
- 12-21 graduate semester credits for the education licensure and/or endorsement core and degree completion courses
- 1-3 electives, one of which must be an ML elective
- EDC 592 Action Research I (3sc). 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. A **signed and submitted IRB proposal is a pre-requisite for EDC 593**. 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. Registration for EDC 593 is done using the Final Project Registration/Graduate Continuation Contract (see Appendix B).
• EDC 593 Action Research II (3sc, pre-req: EDC 592 and 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 Continuation Policy and processes will be allowed for 12 terms. An ‘N’ grade will be given if the project is not completed within the allotted number of terms. 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 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.

• **Devise** an appropriate reading list through which the problem can be examined.

• **Think** critically about and analyze existing research and leadership theory and apply it to the problem.

• **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.

• **Design** a potentially effective process for making change.

• **Communicate** effectively to an audience of education professionals through formal and academically oriented writing and speaking.

• **Persist** as required to conduct a medium-term, self-directed research-based project.

• **Feel** 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

• 33 total semester credit total requirement

• 12-21 graduate semester credits for the education licensure and/or endorsement core and degree completion courses

• Education Teacher Leadership course – EDC 570 Teacher leadership
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 product.
   - The 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 adviser, **register on a Final Project Course Registration/Graduate Continuation Contract form** for EDC 591 Navigating the Leadership Application Project. You will need signatures from both your adviser and the MAE Program Director. Submit this form to the Registrar’s Office.

5. Notify the MAE Program Coordinator of your choice of adviser and topic, using the Leadership Application: Project Approval & Review Committee Designation 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: http://inside.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 Program Coordinator using the Leadership Application: Project Approval & 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 as an appendices, 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 Program 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.
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 you will be given the go ahead to have your thesis printed.
- You have some revisions to make, needed changes will be detailed and a timeline identified for submission.
- You have extensive revisions to make and must do them before committee members agree to provide approval. Committee members can request a second group presentation of revised work or can agree to review revised work individually. 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

13. After you receive notice that your final paper is fully approved, it is your responsibility to have it bound and delivered to the MAE Program Coordinator, no later than two weeks after notification. At this time you will turn in:

- 2 bound copies of your final paper*
- A separate abstract page
- Final Approval form

*Your bound copies should include, directly after the Title page, the Certificate of Approval, 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 Title page, Certificate of Approval, and Abstract are found within this Handbook.

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 at his/her own expense. Advisers have the right to limit the amount of copy editing in which they engage.

Each student completing an LAP 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: http://inside.augsburg.edu/irb/ This site also lists the IRB meeting dates, applications to download, and answers to frequently asked questions.
Action Research Project Specifications

Developing an Action Research Project and Paper

- Register for EDC 592 Action Research I. 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 II. Register for this course using the Final Project Course Registration/Graduate Continuation Contract (Appendix B). EDC 593 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 Review
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/place of employment, and other members of the community you choose to invite, at a Symposium scheduled during the fall or spring semester. Your adviser will determine if your research is ready for presentation. You will have 25 minutes in which to present your research and allow for questions and answers. You are expected to use the time allotted. Rehearse sufficiently and time yourself as you do. The following is a suggested outline for your presentation:

A. Introduction: Introduce self, adviser, 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

To graduate and earn the MAE degree, a student must earn a grade of Pass on a P/N scale in EDC 593. Augsburg graduate program standards equate a pass to be a grade of 3.0 or better. A pass will be given upon successful completion of a research paper, participation in a research Symposium, and submitting two bound copies of your final research. The following must be delivered to the MAE Program Coordinator to be considered complete:

A. 2 bound copies of your final paper*
B. A separate copy of Abstract
C. Final Approval form

*Your bound copies 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.

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 at his/her own expense. 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: http://inside.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. 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 Graduate Continuation Policy described previously in this Handbook for details of subsequent registrations.
### Action Research-at-a-Glance

This is provided as a general overview for Action Research. Refer to the contents of this Handbook for detailed information, and consult with adviser and/or MAE Program Director as necessary.

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<tr>
<th>STAGE</th>
<th>WHAT HAPPENS</th>
<th>ACTIONS REQUIRED</th>
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<tbody>
<tr>
<td><strong>Declare Yourself!</strong></td>
<td>MAE Program Director will provide a formal acknowledgment of acceptance into degree completion phase, hereafter referred to as Director Letter. Director Letter will include a list of licensure courses accepted towards MAE, and will identify outstanding courses yet to be completed.</td>
<td>Submit completed ‘Intent to Complete’ form, found within this Handbook.</td>
</tr>
<tr>
<td><em>Participate in individual or group advising session, and formally declare your Intent to Complete MAE degree.</em></td>
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<tr>
<td><strong>Electives, Take as Needed</strong></td>
<td>Refer to Director Letter for number of required leadership-focused electives you need to complete, between 1-3. It is recommended to take one course per term.</td>
<td>Register for class(es), online or via paper registration form available online from Registrar’s website.</td>
</tr>
<tr>
<td><strong>Steady As It Goes</strong></td>
<td>During EDC592 you will work to complete the IRB process, a pre-req for EDC593. Your AR course instructor will serve as your adviser and you will also choose another faculty member to be your reader.</td>
<td>Register for EDC592 using paper registration form available online at Registrar’s website.</td>
</tr>
<tr>
<td><em>Register for EDC592</em></td>
<td></td>
<td>Submit Adviser &amp; Reader Designation form to MAE Program Coordinator.</td>
</tr>
<tr>
<td><strong>Final Project Course</strong></td>
<td>During this term you will work on data collection and analysis, and draft of your thesis.</td>
<td>Register using Final Project Course Registration/Graduate Continuation Contract form, found within this Handbook.</td>
</tr>
<tr>
<td><em>Register for EDC593</em></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Steady As It Goes</strong></td>
<td>Per College policy, you will have up to 12 additional semesters to complete work of approved LAP. If necessary, you may apply for an extension of 1-3 semesters if initial 12 semesters is not sufficient to complete LAP.</td>
<td></td>
</tr>
<tr>
<td><strong>May I Have Your Attention?</strong></td>
<td>With approval from your AR adviser, explain and defend your findings, approximately 25 minutes.</td>
<td>Work with MAE Program Coordinator about Symposium logistics.</td>
</tr>
<tr>
<td><em>Presenting during action Research Symposium</em></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>And, Print!</strong></td>
<td>Be sure to refer to the templates within this Handbook for your Title page, Certificate of Approval, and Abstract page.</td>
<td>Submit a copy of Abstract and Final Approval form with bound copies of thesis, found within this Handbook.</td>
</tr>
<tr>
<td><em>Submit 2 bound copies of approved thesis</em></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Degree Audit Performed, Student Graduates</strong></td>
<td>With successful completion of Action Research project, the MAE Program Director will perform a degree audit and formally request Registrar’s Office to post your degree. MAE Program Coordinator will confirm to you once request has been submitted and provide information about how to order a transcript if needed for a Lane Change.</td>
<td></td>
</tr>
</tbody>
</table>
Performance Assessment Project Specifications

The Performance Assessment course culminates in a major presentation before a panel of experts and peers. The presentation focuses on an analysis of a systemic problem at the student’s work site, a suggested solution to the problem, and a plan for implementing the change required by the solution. The course EDC 594 is focused on framing and examining the problem, examining oneself as a potential change agent within a given setting, developing a solution to the problem, and proposing a plan for implementing change.

Papers are required as a part of the course but no major paper is published. A P/N grade is awarded at the conclusion of the course. Students achieving a grade of P pass the course and, in most cases, complete the program. Students receiving an ‘N’ grade can retake the course with permission of the MAE Program Director.

Performance Assessment Project-at-a-Glance

This is provided as a general overview for Performance Assessment Project option. Refer to the contents of this Handbook for detailed information, and consult with adviser and/or MAE Program Director as necessary.

<table>
<thead>
<tr>
<th>STAGE</th>
<th>WHAT HAPPENS</th>
<th>ACTIONS REQUIRED</th>
</tr>
</thead>
</table>
| Declare Yourself!  
Participate in individual or group advising session, and formally declare your Intent to Complete MAE degree. | MAE Program Director will provide a formal acknowledgment of acceptance into degree completion phase, hereafter referred to as Director Letter. Director Letter will include a list of licensure courses accepted towards MAE, and will identify outstanding courses yet to be completed. | Submit completed ‘Intent to Complete’ form, found within this Handbook. |
| Electives, Take as Needed | Refer to Director Letter for number of required leadership-focused electives you need to complete, between 1-3. It is recommended to take one course per term. | Register for class(es), online or via paper registration form available online from Registrar’s website. |
| Take the Lead  
Register for EDC570 | IN EDC570 students will have an opportunity to reflect on the foundational question of “who am I as a leader.” | Register for EDC570, online or via paper registration form available online from Registrar’s website. |
| Get Your Research On | You will register for ML/EDC514 Research Methods. Use course to your advantage to prepare for Performance Assessment | Register for ML/EDC514, online or via paper registration form available online from Registrar’s website. |
| Final Project Course  
Register for EDC594 | Performance Assessment culminates in a major presentation before a panel of experts and peers. Papers are required, but no thesis. | Register for EDC594, online or via paper registration form available online from Registrar’s website. |
| Degree Audit Performed, Student Graduates  
With successful completion of EDC594, the MAE Program Director will perform a degree audit and formally request Registrar’s Office to post your degree. MAE Program Coordinator will confirm to you once request has been submitted and provide information about how to order a transcript if needed for a Lane Change. |
Final Project Style and Format Guidelines

Preparing Your Final Project

With corrections approved by your adviser, you may have your final project copied and bound by a printer. You will request two bound copies, both to be submitted to the MAE Program Coordinator. The MAE Program Coordinator will also need a copy of the Abstract and the Final Approval Form. Both bound copies of the thesis are forwarded to Lindell Library by the MAE Program Coordinator, after verifying the final paper was properly copied and bound. The bound copies will be placed in the library archives and made available for circulation.

Formatting

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. Word count per page causes many questions from students. It is not necessary to perform a count per page. Once you have adjusted margins as required for printing, and have double-spaced text using a 12-point font it would be almost impossible to exceed 250 words per page.

Style: It is expected that you will use the style the American Psychological Association (APA) citation style. 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. Templates of the Title page, Certificate of Approval page, and Abstract page are included in this Handbook and should be used as a guide. You are to recreate these pages within your final project document.

Page Order: Page order for the project is as follows:

- Title page
- Certificate of Approval page
- Dedication page (optional)
- Acknowledgements (recommended)
- Abstract
- Table of Contents
- List of Tables (if applicable)
- List of Figures (if applicable)
- Body of the project
- References
- Appendices (if applicable)

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:

- Continue pagination from the main text (e.g., the last page of the project text is page 98; the first Reference page is 99, and so on)
- 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, Times New Roman is recommended. 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 (2) inches. The top, bottom, and right margin for all pages will be one (1) 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 bound 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 copies may be printed directly from your computer, provided you use a higher quality laser printer and print using the cotton rag paper. All pages must have high contrast with consistently dark print throughout the project. The print must be permanent, and it must not smudge. It is acceptable to reduce tables, charts, and graphs 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.
The following locations have/do provide bindery services:

Campbell-Logan Bindery, 212 N 2nd St., Minneapolis, MN, 55401; p: 612-332-1313; www.campbell-logan.com

E & L Bindery, 708 Vandalia St., Saint Paul, MN; p: 651-251-2255; www.elbindery.com

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**

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 photocopies.

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, each not to exceed two inches. Include volume number on the spine and on the title page of each volume if multiple volumes are necessary. 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 (e.g. 2014), 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

**Signatures**

Adviser and reader(s) will need to sign the Certificate of Approval bound within copies of the thesis. This requirement has often caused consternation amongst students. It is easiest to secure signatures after thesis has been bound. The MAE Program Coordinator can assist in securing signatures of Augsburg faculty located on the Minneapolis campus. Here is a general rule of thumb:

- Non-Augsburg readers: it is the sole responsibility of student to secure signatures prior to submitting copies of thesis.
- Rochester Faculty Adviser and Reader(s): it is the responsibility of student to secure signatures prior to submitting copies of thesis
- Minneapolis Faculty Adviser and Reader(s): MAE Program Coordinator can assist in securing signatures upon receipt of bound copies of thesis
**Printer Instructions**

For your convenience, you may wish to print just this page and provide the information 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 bound copies of his/her project. The student will provide you with a clean set of originals. Please provide the following services:

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.

Both sets 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, each not to exceed two inches. Include the volume number on the spine of each.

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: Formatting Templates

Detailed formatting information is provided in this Handbook. There are several pages that need to be recreated within bound copies of thesis, these include the Title page, Certificate of Approval, and Abstract page.

Refer to the templates and example for guidance. As you will note, the templates are a combination of APA style guidelines and MAE project completion formatting. APA formatting information is based on sample APA paper available online via Lindell Library, under Writing, Citation. Credit is acknowledged to Online Writing Lab (OWL) at Purdue University. Refer to OWL for formatting guidance for all other paper elements.

Please note: the templates and example are not inclusive of all elements, such as a Dedication page or Acknowledgment page. As detailed earlier in this Handbook, the page order is as follows:

- Title page – TEMPLATE provided
- Certificate of Approval page – TEMPLATE provided
- Dedication page (optional)
- Acknowledgements (recommended)
- Abstract – TEMPLATE provided
- Table of Contents
- List of Tables (if applicable)
- List of Figures (if applicable)
- Body of the project
- References
- Appendices (if applicable)

Any questions about formatting should be directed to the MAE Program Coordinator.
Complete Title

Your Full Name

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

Augsburg College

Minneapolis, Minnesota

2014

TEMPLATE: This page should be re-created within your thesis
Master of Arts in Education
Augsburg College
Minneapolis, Minnesota

CERTIFICATE OF APPROVAL

This is to certify that the Leadership Application Project/Action Research Project* of

Your Full Name

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

Date of Symposium: _______________________________________________

Date Completed: __________________________________________________

Committee:

Adviser: _________________________________________________________

Reader: __________________________________________________________

Reader*: __________________________________________________________

*Use Leadership Application Project OR Action Research Project—name the Project that you completed.

*2nd reader line is only used for Leadership Application Project.

TEMPLATE: This page should be re-created within your thesis
Abstract

This paper explores four published articles that report results from research conducted online (Internet) and offline (non-Internet) relationships and their relationship to computer-mediated communication (CMC). The articles, however, vary in their definitions and uses of CMC. Butler and Kraut (2002) suggest that face-to-face (FtF) interactions are more effective than CMC, defined and used as ‘email,’” in creating feelings of closeness or intimacy. Other articles define CMC differently and, therefore, offer different results. This paper examines Cummings, Butler, and Kraut’s (2002) research in relation to three other research articles to suggest that all forms of CMC should be studied in order to fully understand how CMC influences online and offline relationships.

An Abstract is a brief summary of the paper, allowing readers to quickly review the main points and purpose of the paper. Abstract should be between 150-250 words. Abbreviations and acronyms used in the paper should be defined in the Abstract.

**TEMPLATE:** This page should be re-created within your thesis
Appendix B: Forms

All students entering the degree completion phase are required to attend an individual or group advising session, and to complete and submit the Intent to Complete form.

Leadership Application Project (LAP) and Action Research (AR) degree completers will also complete and submit several additional forms that can be found within this Appendix:

- LAP specific: Project Approval & Review Committee Designation form
- AR specific: Adviser & Reader Designation form
- Final Project Course Registration/Graduate Continuation Contract, both LAP and AR. Submit when registering for Final Project course
- Final Approval form, both LAP and AR. Submit along with copies of bound thesis
Leadership Application: Project Approval & Review Committee Designation

Return this completed form to MAE Program Coordinator.

Student’s Name: ______________________________________________________________

Proposed Title of Project: ________________________________________________________

_____________________________________________________________________________

I agree to serve as the adviser for the above named student on his/her 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)

Adviser Signature: ________________________________ Date: ____________________

Adviser Name, printed: __________________________________________________________

Reader 1

Name, printed: ________________________________

Street Address: ________________________________

City, ST, Zip: ________________________________

Social Security Number*: ________________________________

Reader 2

Name, printed: ________________________________

Street Address: ________________________________

City, ST, Zip: ________________________________

Social Security Number*: ________________________________

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

Readers will be identified in consultation with 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 is Master’s degree.
This page left intentionally blank.
**Action Research: Adviser & Reader Designation**

Return this completed form to MAE Program Coordinator.

Student’s Name: _______________________________________________________________

Proposed Title of Project: _______________________________________________________

Action Research Course Instructor Name: ___________________________________________

**Reader**

Reader Name, printed: ____________________________________________________________

Street Address: _________________________________________________________________

City, ST, Zip: __________________________________________________________________

Social Security Number*: ________________________________________________________

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

I agree to serve as a reader for the above named students on his/her project.

Reader Signature: ___________________________ Date: ____________
This page left intentionally blank
Final Approval Form

This form is used by LAP and AR degree completers. Student should complete Name and Title and submit form to MAE Program Coordinator along with bound copies of thesis.

Student’s Name: _______________________________________________________________*

Title of Project: _______________________________________________________________*

_____________________________________________________________________________*

The student named above has completed all requirements of the Leadership Application Project or Action Research Project to my satisfaction on his/her 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 subject, therefore the research was approved by IRB.

Adviser Signature: ________________________________ Date: ______________
This page left intentionally blank
Final Project Course Registration/Graduate Continuation Contract

Who needs to use this form?
Graduate students seeking to register for their final project course must complete sections 1, 2, & 3 of this form.

Final project courses requiring this form include:
MAE: EDC585, EDC 593
MAL: ML593, ML597, ML588
MAN: NUR525
DNP: NUR841

Important Notes
- This form must be submitted by the last day of the add with faculty signature for a Full Semester class as posted on the Academic Calendar.
- Submission of this completed form enrolls the student in the final project course and the Graduate Continuation Program for 13 semesters.

The Graduate Continuation Policy can be found in the Graduate Catalog at www.augsburg.edu/catalog.

How to Submit
In person: Enrollment Center Sverdrup Hall 101
By mail: Augsburg College, CB71 Registrar’s Office 2211 Riverside Avenue Minneapolis, MN 55454
By email or fax: registrar@augsburg.edu Fax: 612-330-1425

Section 1: Student Information

Name: ___________________________ ___________________________ ___________________________
Last First Middle

Augsburg student ID: ___________________________ Augsburg e-mail address: ___________________________@augsburg.edu

Phone (with area code): (H) __________ (W) __________ (C) __________

Section 2: Course Registration

<table>
<thead>
<tr>
<th>Term &amp; Year</th>
<th>Course &amp; Section</th>
<th>Course Title</th>
</tr>
</thead>
</table>

Proposed Title (recorded on transcript): __________________________________________

(MAN students must attach an abstract and outline of the thesis or project to this form.)

Intended Completion Date: __________ / __________ / __________

Section 3: Required Signatures

By signing below I acknowledge that I have read the Graduate Continuation Policy and agree to its terms. I also agree to maintain communication about my project completion status with my faculty advisor/instructor and program director. Furthermore, I accept all financial and academic obligations incurred as a result of this transaction. Full financial policy details can be found at www.augsburg.edu/studentfinancial/disclosure.

Student Signature: ___________________________ Date: __________ / __________ / __________

Faculty Advisor/Instructor Printed Name: ___________________________

Faculty Advisor/Instructor Signature: ___________________________ Date: __________ / __________ / __________

Program Director Signature: ___________________________ Date: __________ / __________ / __________
This page left intentionally blank
Intent to Complete MAE Degree

MAE students must formally declare their intention to complete MAE degree by completing and submitting this form to MAE Program Director. This form can also be used to change completion option. Students not submitting form within one year of student teaching will be considered licensure only, therefore, not intending to complete degree. Student should meet with adviser or Program Director to review completion options prior to submitting this form.

Any student who has been away from the College for more than three semesters must also complete and submit an Application for Readmission to the College. This form can be found online at Registrar’s website, use Inside Augsburg A-Z Directory.

Name, printed: ____________________________________________ Student ID: __________________
Street Address:  ________________________________________________________________________________
City, ST, Zip: ____________________________________________________________
Alternate E-mail, non-Augsburg: _______________________________________________

Completion Option, circle one*: Leadership Action Research Performance Assessment

*Must designate option in order to be processed

My signature indicates I have met with adviser/MAE Director to review degree completion options and understand the academic obligations. Further, in accordance with the Family Educational Rights and Privacy Act (FERPA), Augsburg College is required to advise me in advance that my Action Research or Leadership Application project will be made publicly available as part of the curriculum requirements. My signature indicates I have been informed of FERPA requirements and agree that my project will be made available as a research source for the academic community via the College library.

Student Signature: ____________________________________________ Date: ________________
I am seeking to transfer courses into the program. I have attached a transcript showing course grade and catalog course description or syllabus for each course to be transferred. I understand these courses must be approved by Program Director as per GPA and transfer requirements detailed in Degree Completion Handbook.

[FOR PROGRAM FACULTY COMPLETION-STUDENT NOT TO COMPLETE BEYOND THIS SECTION]

Graduate-level licensure courses completed at Augsburg College being applied to degree, with grade

<table>
<thead>
<tr>
<th>Course</th>
<th>Grade</th>
<th>Course</th>
<th>Grade</th>
<th>Course</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

Degree completion courses still to be taken at Augsburg.

<table>
<thead>
<tr>
<th>No. of Electives:</th>
<th>Leadership Electives</th>
</tr>
</thead>
<tbody>
<tr>
<td>ML/EDC514 Research Methods</td>
<td>EDC592: AR I</td>
</tr>
<tr>
<td>EDC591 Navigating the LAP</td>
<td>EDC593: ARII</td>
</tr>
<tr>
<td>ML/EDC514 Research Methods</td>
<td>EDC594: Performance Assessment</td>
</tr>
<tr>
<td>EDC570: Teacher Leadership</td>
<td></td>
</tr>
</tbody>
</table>

Program Director Signature: ____________________________ Date: __________________