PRST6998 Professional Project Proposal Process

Step 1: Complete the Professional Project Proposal

The Proposal for your Professional Project must be approved by the MPS Program Director before you are issued a permit to register for the PRST6998 Professional Project class. Use your computer to respond to each of the items of the Project Proposal listed below. Follow the Outline below to construct your Proposal. If you are doing your project in conjunction with a field location, you must have the signed permission of the field supervisor along with the field supervisor’s contact information. Submit the Professional Project Proposal to the MPS office for review according to the following timeline prior to semester you plan to enroll.

Deadline to submit Project Proposal:
Semester you plan to take PRST6998 Professional Project          Deadline
Fall Semester:                   Graduation of the
                              previous Spring semester
Spring Semester:     Graduation of the
                            previous Summer term.
Summer Term                     Graduation of the
                                     previous Fall semester

Project Proposal Outline (follow this outline as your construct your Proposal)

I. Cover Page
   A. Include your name, project title and contact information (name, email, phone number).
   B. Use your name and project title as a header on each page.

II. Introduction
   A. General introduction. In this section, let the reader know in a few sentences what your project will be addressing. State at the outset what you are interested in accomplishing. Explain how the topic of your Professional Project is related to your MPS Program of Study, including an explanation of how the project makes use of the knowledge you gained from your MPS courses. The Professional Project should be the logical culmination of what you have studied in the MPS program.
   B. Clearly state your project.
   C. Break down your project into a series of more specific details. Be sure to indicate the process by which you will construct your project, generally relaying individual steps you will work through to complete the project.

III. Needs Assessment
   The training program you develop for this course must be based on a need assessment. Typically a student will conduct at least an abbreviated need
assessment for this proposal, but in some situations a needs assessment may be available from the organizations that will receive the training module. Either way, it is important to show how the training program that will be developed will solve the problem found in the needs assessment. Because of the latitude of possibilities, and the need to show how your training program solves the gap identified in the needs assessment, it is strongly suggested that you work with the instructor of this course to make sure this part of your proposal is correctly documented.

In some situations, such as where the student is not doing their project for an organization, the needs assessment can come out of current literature. If this option is chosen care must be exercised to reveal exactly what knowledge or performance gaps will be solved by the training program that will be developed, but more importantly for this section, appropriate citations must be used to show how these gaps were identified the current literature. Be sure to use peer reviewed articles if available.

IV. Outcomes

A. Clearly identify all your outcomes, i.e., if you are constructing a training module, identify the student learning outcomes.
B. Indicate how your project outcomes will be achieved. Connect each element of your project with an outcome.
C. Indicate how your project outcomes will be measured.

V. Appendices

IX. Bibliography (or annotated bibliography)

Include all sources that you will reference in completing your project. The project should be based on best practices in your field. If you are creating a training module, what sources will you use to develop the content, what sources will you use to construct learning objects, what technical sources will you use, etc.? The sources will vary based on your project but each aspect of your project should be based on best practices in your field as presented in professional, trade or referred texts, etc. List these references in APA Style. If you cite any of these works in your project provide appropriate citation within the work.

A thorough proposal would include a minimum of 15 sources. The References used should be with the past 5 years. Popular texts and web pages should be kept to a minimum.

Note: If your project is done in conjunction with a field/professional setting, have your field supervisor review and sign the proposal, indicating the location’s permission for you to conduct this project at that professional setting.

Step 2: Submit Your Proposal to the MPS Director for Approval

Effective for Fall 2011
The MPS Director must approve your Proposal before you begin research. The approval process will include interaction with the MPS Director to help you refine your Proposal. The best Proposal is one that leads you easily through your research. **An approved Proposal (including IRB approval if necessary) is required before you may enroll in PRST 6998.**