Curriculum and Instruction

University of Northern Iowa

The MAE Handbook
Department of Curriculum and Instruction
University of Northern Iowa
Cedar Falls IA

(Revised March, 2010)

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INTRODUCTION

This handbook has been prepared for students in the Department of Curriculum and Instruction masters programs to serve as a reference for students pursuing the MAE degree. Its purpose is to serve as a helpful document containing guidance specific to the graduate education in the Department of Curriculum and Instruction http://www.uni.edu/coe/ci/

Numerous online sources of information are available by going to the UNI website http://www.uni.edu/ and searching under specific terms. In addition, the Graduate College http://www.grad.uni.edu/default.aspx provides abundant information linked online from the Graduate College Website. The information found at this site will help the student be informed of regulations, standards, and requirements. Of particular importance is the Graduate Student Handbook found online at http://www.grad.uni.edu/_files/handbook/HandbookTOC.htm All graduate students should retain a copy of this important resource while progressing in the program.

ADMISSION

Admission Requirements

The College of Education does not require admission tests for the masters program. However, students from countries where the native language is not English are required to take the TOEFL, an examination of English proficiency. These students should contact the International Services Office http://www.uni.edu/internationalservices/ for explanation of the requirements. The minimum TOEFL required for admission to graduate status is 500.

The applicant must have a bachelor's degree from an accredited college or university. The Office of the Registrar http://www.uni.edu/registrar/index.shtml will determine if the applicant has an accredited bachelor's degree or will complete the bachelor's degree before beginning graduate study.

If the student has earned his/her baccalaureate degree from another college or university, the student must file an official transcript from awarding institution with the Office of the Registrar http://www.uni.edu/registrar/index.shtml Only transcripts sent directly from the issuing institution to the UNI Office of the Registrar http://www.uni.edu/registrar/index.shtml are considered official. Degree Status applicants who have attended other colleges or universities after earning the bachelors' degree must file an official transcript of each record.

Levels of Graduate Admission

Students who meet all admission requirements of the University, the College, and the selected intensive study areas are admitted with Degree Status. Some students may be accepted to begin study who have specific deficiencies in academic preparation or in professional experience. Such students are admitted with Provisional Degree Status. Individuals admitted with this status must be formally reconsidered for admission to Degree Status when deficiencies are removed. Course work completed under Provisional Degree Status must be subsequently approved before it may be applied to the degree.

If the student has been admitted with Provisional Degree Status, it is important that the student endeavor to meet the provisions of admission as soon as possible. Achieving Regular Degree Status is necessary prior to application for candidacy. Additionally, only students who have been admitted with Regular Degree Status are eligible for some types of financial aid. Consequently, it is important for students to achieve Regular Degree Status as quickly as possible. If the provision is satisfactory completion of specific coursework, for example, enrollment in the identified course or courses should be completed during the first term of enrollment.

A third admission classification is Denial. Students who apply but do not qualify for either degree or provisional status need not give up entirely. A student who has been denied admission but still decides to attempt working toward an MA degree can enroll in graduate classes**.** After taking 8 credits or more, the student can reapply. It is important to realize that students who do take classes can bring only 12 hours of credit with them into the program. So reapplication after one semester is critical. Also, students who choose to take classes under denial status are encouraged to seek advice from the program coordinator and/or advisor.

THE PROGRAM

Graduate Program of Study

When fully accepted into the Graduate Program, each student will receive a Graduate Program of Study. The Program of Study is a pdf document accessible through the online MyUNIverse system https://access.uni.edu/cgi-bin/portal/portHandler.cgi   Any changes to this program of study must be approved by submitting a student request also accessible through the online MyUNIverse system https://access.uni.edu/cgi-bin/portal/portHandler.cgi

Thesis or Non-Thesis Program?

The option to write a thesis is an individual choice. Students should explore the requirements for each of these programs before making this important decision. For the thesis option, six hours of research credit can be used to meet the credit hours of coursework requirements. Some students feel that if they intend to pursue a doctorate, the thesis writing experience will be helpful. For students choosing the thesis option, comprehensive examinations will not be required. Students who write a thesis will complete an oral presentation and defense of the thesis near the completion of the process.

Writing a thesis requires a committee of three readers. The student must arrange for members of the Graduate Faculty to serve on his/her MA Thesis Committee. The thesis must follow the guidelines detailed in the Thesis and Dissertation Manual available online at http://www.grad.uni.edu/thesis/thesismanual.aspx

For the non-thesis option, students complete a research paper which will be read and evaluated by two faculty readers. The paper is written as a part of the research credit which is included in each of the MAE programs. Research paper readers must be members of the Graduate Faculty. Before starting the research paper or project, students must complete the form, Request to Write a Research Paper. This form is available by consulting with the program coordinator and/or advisor. See Appendix 1 for specific guidelines related to graduate research in the non-thesis program.

Students electing the non-thesis option may be required to take the comprehensive examination depending on the division from which the degree work is being completed. Students enrolled in the Elementary Education MAE program are not required to take comprehensive examinations.

Comprehensive Examinations

Graduate students enrolled in some of the non-thesis programs are required to take the comprehensive examinations. Students enrolled in the Elementary Education program are not required to take comprehensive examinations.

Students normally take these tests during their last semester of study. In order to take them, you must first fill out an application form that notifies the Department of Curriculum and Instruction http://www.uni.edu/coe/ci/ to prepare a test for you. Exam questions are developed from classes you have taken.

Students are given two sets of questions in the morning and two in the afternoon. Most students elect to word process their responses, using either a Mac or an IBM. Students are allowed to use a dictionary. No additional materials or resources are allowed.

The exams are given only once per semester and usually take place on a Friday. Generally, comps are given on the third Friday in June, the fourth Friday in October, and the fourth Friday in March.

Credit Hour Requirements

The MA or MAE program requires a different minimum number of semester hours of credit. At least two-thirds of the hours must be earned at the University of Northern Iowa following admission to study. For students who choose the Thesis Option, a minimum of 15 hours must be earned in courses numbered at the 200 level. Students enrolled in the Non-Thesis Program must meet a minimum of 12 credit hours at the 200 level.

Recency of Credits Prior to Admission to Candidacy

Courses taken more than seven years prior to the granting of the degree cannot be used to meet the degree requirements. Extensions in the time requirements should be the exception and will be granted only for good cause. Such extensions may be granted by the Dean of the Graduate College http://www.grad.uni.edu/default.aspx

Transfer Credit Allowance

A maximum of one-third of the hours of graduate level credit from regionally accredited graduate institutions may be applied toward meeting minimum credit hour requirements for the MA or MAE. (Approval of transfer credit is subject to the Recency of Credit of regulation.) Students seeking a second masters degree may be eligible to apply eight transfer credits toward the second degree. These credits are also subject to recency of credit requirements. Work taken at the University of Northern Iowa prior to formal admission to graduate study is considered transfer credit. To be acceptable as transfer credit, the course must meet the following guidelines:

1. Taken at an institution that offers graduate degrees
2. Course taken for graduate credit
3. Course taught by regular or fully qualified graduate faculty
4. Course is not a workshop
5. Course is similar to one offered on campus or is valid for the program of study

6. Course grade is B or better

Grade Point Requirement

A cumulative grade point average of 3.0 or above (on a 4.0 scale) must be maintained for all course work taken toward the MA.

Maximum Academic Load Allowed

The maximum graduate load during an academic year is 15 hours per semester. For the eight-week summer session 9 hours is the normal maximum. For shorter pre- and post-sessions, the maximum graduate load is normally calculated at one semester hour per week of course contact work.

RESOURCES

Distance Education

In cooperation with UNI Continuing Education and Special Programs http://www.uni.edu/continuinged/ the Department of Curriculum and Instruction http://www.uni.edu/coe/ci/ has structured several masters degree programs in such a way that all of the courses can be taken via the ICN and the Internet.

ICN sites are scheduled throughout the state to accommodate the needs of students enrolled in the MA and MAE programs in Curriculum and Instruction. The Office of Continuing Education and Special Programs will provide information regarding the schedule and location of specific ICN sites to all students enrolled in programs.

Some courses are delivered partially or totally online using the UNI e-Learning system. Information regarding access to this system will be provided students at the time of enrollment. Questions related to use and function of the e-Learning System should be directed to the Office of Continuing Education and Special Programs http://www.uni.edu/coe/ci/ or to the program coordinator.

Financial Aid, Assistantships and Departmental Scholarships

Contact the Office of Student Financial Aid http://www.uni.edu/finaid/ for information related to financial aid and scholarships. Rules pertaining to financial aid for graduate education may differ from those applying to undergraduate programs of study.

Some graduate assistantships are available through the Department of Curriculum http://www.uni.edu/coe/ci/ and Instruction. Contact the secretary in the Department of Curriculum and Instruction http://www.uni.edu/coe/ci/ for information related to assistantships.

Several scholarships are available through the College of Education
http://www.uni.edu/coe/   Contact the secretary in the Department of Curriculum and Instruction
http://www.uni.edu/coe/ci/ for a listing of scholarships.

University Research Facilities

The Rod Library http://www.library.uni.edu/ is the main University library. It contains extensive collections of books and periodicals related to education. Each year, the library publishes a guide to its facilities and services.

IRTS (Instructional Resources and Technology Services) http://www.uni.edu/coe/irtsweb/ is located on the second floor of the Schindler Education Center. It contains library materials pertaining to education as well as a computer lab.

ITS (Information Technology Services) http://www.uni.edu/its/ is comprised of four departments: Educational Technology, Information Systems, Network Services, and User Services. ITS is responsible for all aspects of information technology support for academic, administrative, and research functions, including the campus-wide data and voice networks, software systems in both mainframe and mid-range server environments, e-learning systems, and e-learning course development tools. The ITS personnel collaborate with faculty, administration, staff, and students to ensure that UNI's Information Technology resources are optimized.

CONCLUSION

General Student Responsibilities

1. The student is expected to establish and maintain regular contact with his/her advisor in regard to specific requirements and progress toward the degree.
2. Upon request by an office of the academic administration and for the purpose of evaluating a student's academic record, the student must present all records such as grade transcripts from other institutions, test scores, letters of recommendation, and other documents bearing upon the suitability of the student for graduate study to the University in an accurate form that represents the true nature of the information.
3. It is the student's responsibility to inform the Graduate College of any changes in his/her information record (such as deletions or additions of information, changes in program, etc.) that bear upon his/her status as a graduate student.

4. The student is expected to become familiar with all available materials and faculty resources regarding procedures for fulfilling the requirements of a degree, including grade point requirements, course work requirements, examination requirements, and other requirements for a degree.

5. The degree student shall obtain an academic advisor's approval for each registration. This applies to short-range pre-candidacy scheduling as well as to any proposed change affecting the program of study.

6. The student must comply with the academic ethics policy of the Graduate College http://www.grad.uni.edu/

7. It is the student's responsibility to arrange for readers for the thesis or research paper in consultation with the program coordinator and/or advisor.

Management of the Program

Most aspects of the program should be completed under the direction of the advisor and professors. Once the student has applied for admission to UNI graduate education through the admission process in the Graduate College http://www.grad.uni.edu/default.aspx the student will be notified regarding admission. As previously noted, students will be fully accepted, provisionally accepted or denied admission (see previous section Levels of Graduate Admission, for specifics about admission).

The MyUNIverse system https://access.uni.edu/cgi-bin/portal/portHandler.cgi allows many functions of the program to be completed online. These include the Graduate Program of Study, Student Requests, Application for Graduation, etc.

Other aspects of the program including such functions as application to write the research paper, identification of first and second readers and scholarship applications will be conducted within the Department of Curriculum and Instruction http://www.uni.edu/coe/ci/ The program coordinator and/or advisor will inform you of important steps to observe in this regard.

Steps to Graduation

1. Apply for admission to the Graduate College http://www.grad.uni.edu/default

2. Upon admission to the program, review the Program of Study by going to the UNI homepage and selecting MyUNIverse. To log in, follow the instructions given under the First Time User Information link. Then go to My Personal Records and select Program of Study to view the required courses.

3. Discuss with advisor the graduate program options available.
4. If the selected program is non-thesis, work with your advisor to submit a Request to Write Research Paper.
5. If selected program is the thesis option, go to the Graduate College Webpage http://www.grad.uni.edu/default.aspx and access the appropriate information in consultation with your advisor.
6. Complete all course work required within your program.
7. Complete Thesis or Research Paper as required.
8. At the beginning of the term in which graduation is expected, complete the Application for Graduation by going to MyUNIverse https://access.uni.edu/cgi-bin/portal/portHandler.cgi
9. At least two weeks before end of semester, file thesis with Dean of Graduate College http://www.grad.uni.edu/default.aspx or Research Paper with Department Secretary.
10. Order Cap and Gown.
11. Attend Commencement and graduate.
12. Celebrate!

APPENDIX 1

Guidelines for Graduate Research for the Departmental Requirement for Master of Arts and Master of Arts in Education Programs

Department of Curriculum and Instruction
University of Northern Iowa
Cedar Falls, Iowa

Guidelines for Graduate Research for the Departmental Requirement
for Master of Arts and Master of Arts in Education Programs

General Information

Purpose: Graduate research provides you with an opportunity to engage in a scholarly process; the results of this process will be of value to you and to other professionals. In completing the requirement you will demonstrate ability to apply and synthesize knowledge and skills developed during your program of studies. Also, the graduate research requirement will give you an opportunity to demonstrate your ability to support ideas with information from current writing s and research, to use language effectively, and to write in an orderly fashion so that a quality work is produced. This effort will frequently result in a paper or project suitable for publication/production.

The departmental graduate research requirement may be met by a written paper, such as a research report, by a scholarly review, or by a creative project in a written or media format. In this document, paper will refer to a research or review study, project (which requires an accompanying paper) will refer to a creative study, and study will refer to both. The final determination of the form to be selected must be decided in consultation with the director(s) of your study.

Getting Started: The graduate research requirement may be under the direction of any graduate faculty member in the Department of Curriculum and Instruction. Faculty members with a special interest in the topic selected, or your advisor, may serve as requirement directors. Curriculum and Instruction graduate faculty shall direct graduate research; directors outside the department must be pre-approved by the Departmental Graduate Coordinator and the head of the Department of Curriculum and Instruction.

Some program areas require students to enroll in XX:299 while researching the graduate requirement, and the grade for this course is assigned according to the quality of the study. Two or three hours of credit are usually given. You should consult your advisor or study director to see if this is necessary in your program area.

Initiating the study varies by program. Some program areas expect you to obtain permission from a faculty member to serve as the director of your study. Other areas may assign directors in conjunction with a research class. When directors and second readers are identified, you will obtain their signatures and file the form "Request to Proceed with a Graduate Research Study" (attached). This form is available in the office of the Department of Curriculum and Instruction and in division offices. Questions about procedures should be discussed with your advisor. The Department head is the third reader for all department research.

Style: All programs require research papers to follow a specific style. Study directors and second readers will give you specifications for an acceptable style, and this will be indicated on the request form. Project formats will also be discussed with the director and second reader, and will be identified on the request form.

First Draft: When submitting drafts of the results of the study for faculty guidance, you should be sure the draft is double-spaced an/or in final format if produced as media. The draft should be submitted with ample time for reading, evaluation, and response. Assume that revisions will be necessary. You should plan ahead for such revisions so they will not delay your comprehensive exam and graduation dates. Please remember that it is a

good policy to keep an extra copy of your most recent draft so if one copy is lost or destroyed you will not have to start over.

Final Copy: The final copy of the written part of the study should be printed or copied on 100% rag bond, 20# paper. The copy must be produced on a letter-quality printing device with a type size comparable to the traditional pica or elite type, such as font size 10 to 12. If you have questions about size, font, or quality of type, a sample should be submitted to your study director for a ruling. The left margin must be 1 ½ inches for binding. Manuscripts created on an electronic word processor may be submitted to the three readers for final approval on regular paper with the understanding that corrections will be made before the final copy is printed on the required paper stock. The final copy of media production should be in the form approved by your study director(s).

Deposit Copies: Departmental research studies created by library science majors are housed in room 125 of the Donald O. Rod Library. They are to be deposited in rigid binders or in prior-approved media formats. No fees are required for library science deposit copies. Papers and projects from other department divisions are housed in Instructional Resources and Technology Services, room 222 of Schindler Education Center. Students will submit a single Vello bound copy to the department office. Placement of non-print materials which are part of your project is to be determined by the study director(s) and the Department Graduate Coordinator. If materials are not stored with the accompanying paper, a statement will be included with the paper describing the disposition of the project. You are advised to review these deposit copies of other students' work as an integral part of the graduate requirement process.

Standards: The topic you choose for your study should be investigated in a comprehensive manner. Appropriate research, writing, and production skills should be demonstrated; the presentation of the content and style of the study should be of professional quality. The director and readers should not need to serve as proofreaders. If a paper or project needs "proofing" for spelling and grammar, you should contact student Support Services or contract for the service privately.

Copies: Since final approval of the departmental graduate research study is the responsibility of the study director and the readers, multiple copies may be necessary. You should plan for this in setting up your timetable.

Approval: The final approval of the study shall be the responsibility of the study director and the readers. The approved, final copy of the study must be submitted to the Department not later than two weeks prior to the last class day of the semester in which you expect to graduate. You are advised to have the study in the hands of your director and readers in ample time to meet this final date.

Other requirements: In some divisions, the advisor will indicate whether or not a first draft of the study has been submitted at the time the Application for Comprehensive Examination is filed.

A cooperative graduate study, that is, one study produced by several students, is not acceptable.
Any student who has turned in an Application for Program Approval (G.F.1) on the thesis plan and who wishes to complete his/her work under the departmental research requirement instead may do so provided that he/she submits a revised G.G.1 and completes a graduate paper or project.

Paper organization: All papers will be submitted with the following:

I. Title page
    Use the departmental model for the title page. This sheet must be printed on bond paper and in the same font as the rest of your paper.

II. Approval sheet
    Use the departmental model for the approval sheet. This sheet must be printed on bond paper and in the same font as the rest of your paper.

III. Abstract
    Include a brief (100-150 words), but comprehensive, summary of the contents of the paper.

IV. Table of contents
    Include a table of contents. Appendices, a list of tables, and a list of figures are also to be incorporated where appropriate. The format to be used should be in accordance with accepted procedure.

Graduate Paper: Research Option

You may meet the departmental research requirement by reporting on a quantitative or qualitative research study. You should organize your paper so that it reflects the stages of your research process. The following sections are suggested: Introduction (including statement of the problem), Review of the Literature, Methods, Results, and Discussion. In addition to these sections, which report on the stages of the research process, your paper should also include: title and approval pages (samples attached), a table of contents, an abstract, and a bibliography/list of references. Papers may also have lists of tables or figures, and appendices.

I. Introduction
    A. Introduction to the problem
        Provide the reader with an overview of the area of concern and with the background necessary to understand the "statement of the problem." This subsection is a general introduction of the purpose and rationale of the study.
    B. Statement of the problem
        Explain the problem and what the study investigated in order to resolve the problem.
    C. Definition of terms
        Define all terms which are relevant to the investigation and open to misinterpretation by the reader.

II. Review
    A. Introduction to the literature review
        Provide an overview of how the literature review is organized. This ensures clarity by noting the sequence and importance of the various components of the review.
    B. Review of the research
        Include a comprehensive review of the pertinent research and show how the previous research efforts have attempted to resolve related issues. It is important to use primary sources since, occasionally secondary sources misquote or delete important aspects of the primary source. The organization of the literature review must be carefully planned. Sufficient description of studies must be given so your organization and logic are readily apparent.

III.   Methodology
    A.   Describe the subjects
    B.   Describe the instruments employed to collect data, and
    C.   Describe the research design and procedures.

IV.   Results
    A.   Organization
    Make the finding(s) clear by organizing the section around the hypothesis. List each hypothesis and follow it with all the pertinent results. If the study did not involve hypothesis testing, the results can be organized around general trends observed during the study.
    B.   Statistical analysis
    Describe: (1) the statistical test/technique employed to determine the significance of the data and/or findings, and (2) the reason the technique is appropriate. If statistical test were inappropriate (e.g., in a qualitative study), describe the techniques employed to arrive at the conclusions of the study.

V.   Discussion
    A.   Conclusions
    Discuss the findings of the investigation in terms of how they relate to each other and their significance for professional practice both individually and in combination.
    B.   Recommendations
    Provide a list of recommendations justified by the conclusions. Recommendations for further investigations needed to strengthen or broaden the information concerning the topic may be presented.

VI.   Summary
Summarize all the general and specific findings of the research paper. Present the findings resolving (or failing to resolve) the problem of the investigation. Design the summary to include all applicable data concerning the study.

VII.   References
List in alphabetical order all sources referred to in the paper. Cite these sources in the style approved by the program division and identified on the "Request to proceed with a Graduate Research Study" form.

VIII.   Appendixes
Include all additional, pertinent information. Add tables, figures, letters, or instruments not in the text of the paper that will further clarify the report.

Graduate Paper: Review Option

The department requirement for the Master of Arts in Education may be met through completion of a scholarly review. The purpose of such a review is to identify and solve a problem by analyzing information from appropriate sources.

Conditions under which a review is especially useful include the following:

- When research and scholarly works related to a specific problem appear to present ambiguous or conflicting results, and there is a need to select a most likely means to solve a problem.

- When published research and scholarly works related to a problem area appear in isolated and varied disciplines, and there is a need to discover the contributions from within each discipline in order to use them in the solution of a specific problem.

- When you have identified a problem which is best resolved by analyzing information usually found in published or related sources.

- A review shall include the following major components. In addition to these sections, which report on the stages of the review process, your paper should also include: title and approval pages (samples attached), a table of contents, an abstract, and a bibliography/list of references. Other divisions and sub-sections may be included.

I.   Introduction
Describe the problem which the review will help resolve and indicate why an analysis of existing information is appropriate for addressing this problem. The introduction should also present the importance of the problem, the scope of the review, and how the results of the review might be applied. The problem may be made specific by presenting one or more questions for which the review will provide answers.

II.   Methodology
Explain the method of identifying and locating sources, the rationale for selecting the sources to analyze, the procedures to be used in analyzing the sources, and the criteria for evaluating the information found.

III.   Analysis and Discussion
Present evidence and ideas summarized from the sources analyzed. This review is driven by the problem presented, and by sub-topics related to that problem. Therefore, individual sources are to be reviewed, not as isolated entities, but with attention to the contribution they make to the topic under discussion. Information based on personal experience, observations, or interviews may be included as a means of clarifying questions, exemplifying research conclusions, or as a source of new information. The source and limitations of such supplementary information should be clearly stated. An evaluation of the quality or adequacy of the related sources may also be included. This evaluation may relate to individual works, or to characteristics of several investigations available on a specific topic. This review, then, is a result of a search for the information which will provide the most useful answers available for your research questions.

IV.   Conclusions and Recommendations
Identify and synthesize findings from the analysis as the conclusion of the review. Recommendations for future research, classroom applications, educational policies and procedures, program revision, or other warranted situations should be presented.

Graduate Project

The department requirement for the master of Arts or Master of Arts in Education may be met through the completion of a creative project.

Projects may include: curriculum development, instructional development, media production, annotated bibliographies, literary production, or other approved, creative efforts. Project design must reflect scholarly standards, present clearly-stated purposes, and be derived from a review of relevant literature.

Projects will be accompanied by a paper which includes these components: introduction, methodology, conclusions, and recommendations. In addition to these sections, which report on the stages of the project, your paper should also include: title and approval pages (samples attached), a table of contents, an abstract, and a bibliography/list of references. Specific projects may require additional components.

The major components should be organized in the sequence listed below:

I. Introduction
    Present a description of the project and a rationale for its development. Also explain the purpose(s) and importance of the project. All terms which are relevant to the project and open to misinterpretation by the reader are to be defined.

II. Methodology
    Describe the procedures used in the development of the project including a brief review of the pertinent literature.

III. The Project
    Briefly describe the accompanying project.

IV. Conclusions and Recommendations
    Identify and synthesize as the conclusion insights gained from the process of developing the project. Recommendations for future project development, curriculum design, educational policies, program revisions, or other project-related applications should be presented.

Graduate Paper: Journal Article Option

The Department of Curriculum and Instruction provides the Journal Article option as a way to meet the research requirements. This format will provide students with an authentic writing experience that gives evidence of their scholarship and engenders their own voice in writing. The following describes the process the student should follow in completing this research option:

- Select a national, refereed journal with an audience appropriate to your scholarly topic.

- Secure a copy of the publication guidelines (Instructions for Authors) from your selected journal.

- Secure your advisor's approval for your non-thesis topic, your selected journal, and the manuscript guidelines you will follow.

- Write your paper according to the publishing guidelines of the journal you have selected.

- Submit a 250 word abstract and a copy of the publication guidelines along with your completed paper.

Research Options Summary

Research Options	Review Option	Project Option	Journal Article Option
I. Introduction * Overview of Area of Concern * Statement of Problem * Hypothesis or Research Question(s) * Definition of Terms	I. Introduction * Description of Topic – brief * Rationale for you wanting to do this * Purpose of Review Result * Importance of Review * Terminology * Research Questions to be Answered	I. Introduction * Description of Topic – brief * Rationale for you wanting to do this * Purpose of Product * Importance of Product * Terminology	I. Introduction * Description of Topic - brief * Rationale for you wanting to do this * Purpose of Article being Published * Importance of Article * Terminology
II. Methodology * Describe - Subject(s) - Instruments Employed - Research Design and Procedures * Statistical Analysis	II. Methodology * Method to locate sources * Method to select sources * Procedures to analyze sources * Criteria to include Lit.	II. Methodology * Procedures to develop project * Lit review	II. Methodology * Method to write and submit article - Guidelines - Approval from Advisor - Gather data - Writing Process * Method discriminate what was included and eliminated
III. Review * Introduction to the Literature Review * Review of the Research	III. Literature Review * Present problem/research questions * Subtopics to be addressed * Evidence and ideas synthesized	III. The Project * Describe the project in detail	III. Article * Manuscript - Written according to the publishing guidelines of approved journal
IV. Results * Organization	IV. Conclusions and Recommendations * Conclusions - Identify and synthesize insights * Recommendations (Select most Approp.) - Future Projects/Research - Educational Policies - Teacher Practices - Self - Others	IV. Conclusions and Recommendations * Conclusions - Identify and synthesize insights gained from the process * Recommendations (Select most Appropriate) - Future Projects/Research - Educational Policies - Teacher Practices - Self - Others	IV. Conclusions and Recommendations * Conclusions - Identify and synthesize insights about: - topic - writing * Recommendations (Select most appropriate) - Future Writing/Research - Educational Practices - Self - Others
V. Discussion * Conclusions - Discuss the findings * Recommendations - Provide a list of recommendations			
VI. Summary * Summarize all general and specific findings of the research paper			
VII. References * Alphabetical listing of sources			
Appendix	Appendix	Appendix Place artifacts here	Appendix * Author/Publication Guidelines * Letter of Submission to Editor