G. Applied Inquiry PROJECT

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Applied Inquiry Project Proposal — Processes

Forming the Academic Committee

1. **AIP FOCUS:** Student confers with Faculty Mentor about the nature and focus of the Applied Inquiry Project (AIP), qualifications of the Project Advisor (PA), and possible candidates. *(See MAEA Guidebook, F-7, for details regarding role and responsibilities of the PA, which students should share with prospects.)*

2. **NOMINATION:** Student nominates PA candidate by submitting to the Faculty Mentor: (a) a copy of prospective PA’s resume/vitae; and, (b) a brief written rationale indicating why the student deems the nominee appropriate.

3. **APPROVAL:** Faculty Mentor reviews nomination (resume/vitae & nomination rationale) and conducts phone interview with PA nominee.—If the nominee is acceptable, Faculty Mentor sends an email to the Graduate Program office with the name, email address, and resume/vitae of the appointee. *(If the nominee is unacceptable, Faculty Mentor explains this to the student so student can continue PA search.)*

Developing the Proposal --- Guidelines/Template

Use the guidelines on the MAEA website (Graduate Student Resources; Forms) for guidelines to help you develop your proposal. Use the Proposal Template to construct the proposal.

Although the Proposal is organized into two phases, conceiving and planning a project does not necessarily follow a linear process. It is appropriate, and probably necessary, to address some of the Phase II guiding questions while working on Phase I.

Reviewing and Approving the Proposal

When the student has addressed sections I & II of the template to the satisfaction of his/her academic committee, the Faculty Mentor will post a grade of PA (pass) for Phase I. The student should make sure to save this version of the proposal and forward it to his/her Faculty Mentor for inclusion in his/her file.

The student will continue working with his/her academic committee on Phase II (sections III & IV). The student should keep referring back to the Phase I guiding questions and review his/her responses to make sure all parts of the proposal are in alignment. It is possible that the student will need to make some adjustments in the Phase I version, with the committee’s approval.

When both phases have been developed to the satisfaction of the academic committee, the Faculty Mentor will submit the Proposal, along with assessments by the student, faculty mentor, and project advisor (see website, forms), to the GSPRC for review and final approval. The Proposal must be submitted as a Microsoft Word document. Once approved by the GSPRC, the Faculty Mentor will submit a grade of PA (pass) for Phase II and will provide feedback on proposal and on the next steps of the project.
**Applied Inquiry Project — Final Product**

The final product(s) for your Applied Inquiry Project (EA 528, 4 credits) should adhere to what was identified in the proposal.

1. The student will consult with his/her Academic Committee as he/she carries out the work for his/her Applied Project. The student should ask for regular feedback along the way and manage ongoing, three-way communication.

2. When the student has completed his/her final product(s), each member of his/her Academic Committee (including the student) will prepare a written assessment of this work, using the criteria provided (see I-10, Applied Inquiry Project – Final Review Form). The academic committee must approve the final product before submission to GSPRC.

3. The student will submit his/her final product(s) and the assessments to the GSPRC, via his/her faculty mentor, for review, feedback, and approval. The GSPRC will review the final product(s) in light of its own interpretation of the criteria as well as the written assessments provided by the designated reviewers (student, faculty mentor, project advisor).

4. Upon approval, the GSPRC, including the faculty mentor, will confer to determine a letter grade for EA 528. If the final product is approved on condition or rejected, the Chairperson of GSPRC will delineate the areas for improvement and steps for resubmission.

5. The student will receive a letter from the Chair of GSPRC informing him/her of the results of the review of his/her Applied Inquiry Project, including the assigned grade, along with copies of the assessments. One copy of the Applied Inquiry Project will be kept on permanent file in the graduate programs office. Students whose work is evaluated as exemplary will be asked to permit his/her work to be shared with other graduate students. Should the final product contain copyrighted or proprietary information, the student may request that the copy be held restricted/confidential.