

Research/Project Paper Guidelines

Non-Thesis Writing Element - Graduate College Requirement

Timeline of Important Dates

- 1. Start planning for your Research/Project Paper:**
When you have two or more semesters yet to complete your program.
- 2. Deadline for your Research/Project Topic Discussion with your advisor:**
Anytime before, but no later than the first week of your intended graduating semester.
- 3. Deadlines for your first draft of Research/Project Paper:**
March 1st (If you expect to have the paper completed by the end of any spring semester.)
October 1st (If you expect to have the paper completed by the end of any fall semester.)
- 4. Deadline for the formal approval of your Research/Project Paper:**
Four weeks prior to your intended graduation date.

Guidelines:

The Graduate Research/Project Paper meets the Graduate College writing requirement for a non-thesis plan in the Master of Science degree. The project paper is a requirement set by the Graduate College for all non-thesis masters programs.

To be considered complete, the paper must be reviewed and approved by two Department faculty members. One reviewing faculty member should be the student's advisor, while the second reviewer is recruited by the student. At least one of the two reviewers should have the expertise and/or interest in the topic of study.

The student along with their advisor should start discussing the writing requirement during the student's first academic semester and the following are recommended:

1st Semester - Discuss requirements including Paper Requirement (student & advisor).

2nd Semester - Select a topic (student) and discuss the approach with your academic advisor.

3rd Semester - (times are listed at the latest -- these can all happen anytime after beginning the graduate program

3rd week: Discuss selection of a second reviewer and secure second reviewer.

6th week: Submit a draft to Writing Center

9th week: Submit the revised draft to the academic advisor

11th week: Meet with advisor to discuss the draft.

4th Semester -

11th week: Submit final Paper. Obtain advisor and 2nd reviewer signatures on cover page. Submit a final electronic version to the Department office to technology@uni.edu

The Department office will then submit a verification form to the Graduate College office, verifying your completion of the *Graduate Research/Project Paper*.

Selecting a topic:

Work with your academic advisor to determine a topic that is relevant to your area of study and one that interests you to research additional information on your own. The student is required to work with his/her advisor and second reader to decide the topic.

Final Research/Project Paper:

- Your document should be double spaced
- **Title Page.** With signature approval lines. (See Appendix A.)
- **Introduction.** Describe the topic and scope of paper, and how it relates to your MS-Technology program.
- **Purpose.** Describe the purpose of your project/study and why it interested you.
- **Method of Study.** Explain how you did the project. That is, did you do a literature review? ... an interview? ... direct observations? ... an experiment? ... or a combination of these? Explain how your data was collected, what questions were explored, what actions were taken, etc. When describing your method(s) it should be clear enough so that another person may replicate your study if he/she follows the same procedure.
- **Analysis and Results (where applicable).** This is the most important section of your project paper. Use subsections to break up this part if needed. In general, What data did you collect? What did you find out? How did you interpret your findings? Were there any conflicting findings? What implications can be made?
- **Summary and Conclusion.** Much like the introduction, the summary should sum up what your investigation was all about. However, it should not be a word-for-word repeat of your introductory paragraph. Present your main point, what evidence did you find to support or negate your introductory thoughts/ideas. Conclude your paper with the answers to the specific question(s) or project objective(s) with which you started the investigation. State what outcomes you ultimately achieved from your project, and what you recommend others do now that they have read your paper.
- **References.** Always cite appropriate reference to your sources of information. Sources of information consist of articles, books, and other resources. Include the names, titles and phone numbers of people you interviewed or observed. **All references should be cited in the text of the paper and** listed at the end of the paper alphabetically according to author/editor. All literature citations must use the APA standard style and format. **NOTE: All Internet sources must have title, author, date, and affiliation of the source** (i.e., a corporation, a government document, a non profit organization, etc.) as well as the complete and extended Internet address with last access date. In short, make it as easy as possible for your

reviewers to retrieve any of your references.

- **Appendices.** Often you may have additional information that best describe some particular content within your paper. This material would be included in an appendix. Remember if you put information in an appendix it has to be referred to in the body of the paper.

Evaluation Criteria

Although there is no specified length to this paper, those that have scored well in the past have been from 10 to 25 pages long (double spaced), excluding the references and appendix pages. **As a minimum for acceptance**, you must comply with the above *procedures*, along with the following well-identified sections and subsections, for your paper will be evaluated by your advisor and a second reviewer.

Adding Research Paper to ScholarWorks through the Rod Library

Steps to Process:

1. Complete the [Student Permission Form](#) (Upload the paper through this form) You select the type of access (open access or UNI only access) and if you want an embargo period.

2. Send a copy of the final version of your paper to the email: scholarworks@uni.edu (or upload your paper through the permission form)

It will take only a few minutes to complete the Student Permission Form.

If you have any questions, email them to scholarworks@uni.edu

Proposed by Graduate Committee: November 16 , 2020

Approved by Faculty: December 2, 2020

Updated by Graduate Committee: August 31, 2021

Updated by Graduate Committee: October 25, 2022

Appendix A:

(TITLE OF PAPER)

A Graduate Research/Project Paper
Presented to the Graduate Faculty
of the
Department of Technology
University of Northern Iowa

In Partial Fulfillment of the Requirements
for the
Non-Thesis Master of Science in Technology Degree

By
(Student's Name)
(Date)

Approved by:

Signature of Advisor

Date

Signature of Second Reviewer

Date