ADVISORY COMMITTEE

Selection of Advisory Committee:
The Graduate Program Director and the Candidate should meet **three semesters prior to** the semester in which the Candidate will defend the Project to select the Project Committee members. Normally, it takes two full semesters to complete the project.

The GPD will serve as the chair for all SSEd candidates; however, candidates may help select the other two members of the committee who will be responsible for the social science content portion of the project.

- The members of the Project committee must represent the Candidate’s area(s) of concentration, e.g., if American history and geography are selected as the areas of concentration, then the Candidate must choose a committee member from each of those subject areas. If the Candidate only has one area of concentration, at least one member must be from that subject area.

- The following roles will be assumed by the committee members:
  a. Under the advisement of the GPD, the Candidate will select a committee member whose area of expertise is related to the Candidate’s proposed topic. This **Content Expert** will be responsible for guiding the student through the Proposal process and the writing and editing of the content portion of the Project. The Content Expert will also participate in the Candidate’s Project Defense.
  b. The GPD will be responsible for supervising the educational/pedagogical component of the Project and will participate in the Candidate’s Project Defense.
  c. The third committee member will receive the Final Project at least two weeks prior to the Candidate’s Project Defense to review for comments, suggestions, and questions for the Candidate’s Defense of the Project.
SOCIAL SCIENCE EDUCATION PROJECT PROPOSAL

It is strongly recommended that the Candidate begin the Project process at least three semesters prior to the semester in which the Candidate will hold the project defense. The steps are outlined below.

**Project Proposal:**

**Step One - Preliminary meeting with MAT Advisor**
The Candidate and the GPD will meet to discuss the research topic and brainstorm ideas for the educational/pedagogical component of the Project. The Candidate should have a clear vision for this section of the project and showcase a variety of pedagogical approaches for the lesson plans. Please bring an outline with tentative dates for submission to the GPD of the educational/pedagogical component. Plan ample time for submitting lesson plan 1, and all of its associated materials, and then waiting for feedback. This LP must be fully approved before continuing on to the other LPs. As it may take several submissions to “get it right”, please plan accordingly. **It is recommended that this meeting be held three semesters prior to the Final Examination/Defense date.**

**Step Two - Preliminary meeting with the Content Expert**
The Candidate will meet with the committee member who is serving as the Content Expert on the project to discuss the topic as well as ideas for resources the Candidate should use for the project. The Candidate and Content Expert should also work together to complete the Project Proposal Form that will list the topic, required resources for the project, the publication style book to be used for the project, and the proposed deadline for the submission of the Project Proposal. **It is recommended that this meeting be held three semesters prior to the Defense date** (you will need two full semesters to allow plenty of time for the successful completion of the project).

**Step Three - Writing the Proposal**
The Candidate should write a two-three page proposal that outlines the purpose of the Project, provides an overview of the major topic/subtopics, discusses the types of resources that will be used in the research, and describes the educational/pedagogical component.

**Step Four - Submitting the Proposal**
The Candidate should submit the proposal to the GPD along with the completed Proposal Form three semesters prior to the Defense date.

**Step Five - Approving the Project Proposal**
After the GPD approves the Project proposal, the student should distribute the proposal and proposal form with the other two committee members for review. The Proposal MUST BE approved by all three committee members before the Candidate can proceed with the Project. The Candidate will be notified in writing that his/he Project has been approved. After approval, the Candidate should meet with the GPD for directions on completing the final Project.
SOCIAL SCIENCE EDUCATION PROJECT
PROPOSAL FORM

Candidate’s Name _______________________________________________

Committee Members*: Dr. Amanda Lea Miracle, GPD

Content Expert: ________________________ Other: _____________________

*Committee member from Candidate’s Area(s) of Concentration must be included.

Research Topic:______________________________________________________
__________________________________________________________________
__________________________________________________________________
__________________________________________________________________

Pedagogical/Educational Component (e.g., unit plan, web-based project, project to be used in a museum or other educational setting):
__________________________________________________________________

Publication Manual/Style book to be used (e.g., MLA, APA, Chicago, etc.):
__________________________________________________________________

Suggested Sources for Research:
__________________________________________________________________
__________________________________________________________________
__________________________________________________________________

Due Date for Submission of Proposal (must be submitted the semester prior to the completion and defense of the MAT Project):
__________________________________________________________________

Please attach your two-three page typed-written Project Proposal to this form and submit to the GPD via snail mail or email.
SOCIAL SCIENCES EDUCATION PROJECT

Once the Project Proposal has been approved by all three committee members, the Candidate should meet with the GPD and the Content Expert to complete the 2 Project Contracts.

For instructions on completing this project students should reference the following three documents found on the Social Sciences website:

1. Content Section for Social Science Education Project
2. Pedagogical Section for Social Science Education Project
3. Lesson Plan Format for Social Science Education Project; Lesson Plan Chart; and Miracle Example 2

Please Note: Candidates will need to enroll in SS 842 Master’s Project the semester they plan to complete/defend their project. If a Candidate is unable to meet the agreed upon deadlines, he/she will be given an Incomplete for the SS 842 course. However, according to the Graduate Office’s policy, all Candidate’s must be enrolled in at least one hour of course credit the semester he/she completes the Final Examination. Thus, Candidates who must postpone their Final Examinations should be prepared to enroll in at least one hour of course credit the semester they defend their project.

In order to meet the final deadline set by the Graduate Office, the Candidate should reference the Social Sciences website for the list of Deadlines for Thesis and Projects.

Candidate must turn in three hard copies of the final project TWO WEEKS PRIOR to the Defense date. This is also when 3 copies of the portfolio are due. If a Candidate mails the hard copies to the Social Sciences Department, he/she should allow enough time for the copies to arrive on/or before the deadline. Candidates may also hand-deliver the hard copies in person to the Social Sciences Department. (Emailed copies are not acceptable as the Candidate must provide the printed copies!)

Committee members will review the final project and bring comments, suggestions, and questions about the project to the Candidate’s Defense.

A rubric will be used to evaluate the Candidate’s Project. The candidate must provide a copy of this rubric in each of the three projects. At the time of the Final Examination, the committee members will vote as a group whether or not to accept the Project pending recommended revisions. At least two of the three committee members must vote that the Project was satisfactory.

The GPD will be responsible for submitting the committee’s final evaluation to the Chair of the Social Sciences and the Graduate Office.
SOCIAL SCIENCE EDUCATION PROJECT CONTRACT
WITH PEDAGOGICAL EXPERT

Candidate’s Name ____________________________________________________

Tentative Date of Defense: _________________________________

Due Date for Submission of Final Project to Committee Members: ________________________________________________

Committee Members*:  Dr. Amanda Lea Miracle, GPD

Content Expert: ________________________    Other:  ______________________

Research Topic:___________________________________________
________________________________________________________________
________________________________________________________________

Pedagogical/Educational Component (unit plan, web-based project, project to be used in a museum or other educational setting):
________________________________________________________________
________________________________________________________________
________________________________________________________________
Signatures: I hereby agree to the terms and conditions listed on this Project Contract.

------------------------------------------  ------------------------------------------
Candidate; GPD

------------------------------------------  ------------------------------------------
Date; Date

PROJECT CONTRACT
WITH CONTENT EXPERT

Candidate’s Name __________________________________________________

Tentative Date of Defense: ________________________________

Due Date for Submission of Final Project to Committee Members: ________________________________

Committee Members*: Dr. Amanda Lea Miracle, GPD

Content Expert: ________________________ Other: ________________________

Research Topic:____________________________________________

________________________________________________________________

Suggested Sources: _________________________________________________

_________________________________________________________________

Publication Manual/Style book to be used (e.g. MLA, APA, Chicago, etc.):

_________________________________________________________________

Deadlines: Use the back of this form to record the deadlines that have been agreed to by the Candidate and Content Expert.

Signatures: I hereby agree to the terms and conditions listed on this Project Contract.
PROJECT DEFENSE

The Candidate and the GPD will work together to select a date for the Defense. During the defense, the Candidate will present an overview of his/her project. This overview should contain the purpose of the project, highlights of the research, the curriculum standards that are met with the pedagogical portion of the project, and the educational benefits of completing this project for the Candidate and his/her students and/or other educators in the field. Committee members will also take turns asking the Candidate questions about the research, the findings, and/or the educational/pedagogical component of the project.

After the Candidate’s presentation and question and answer session, the committee members will vote as a group whether or not to accept the project pending recommended revisions. At least two of the three committee members must vote that the Project was satisfactory.

The GPD will be responsible for submitting the committee’s final evaluation to the Chair of the Social Sciences and the Graduate Office. The Candidate will be informed of the committee’s decision on the day of the Final Examination.

PROJECT - FINAL COPY

Deadlines for the Final Copy
After passing the Final Examination, the Candidate is responsible for making the recommended revisions to the Final Copy of the Project and then turning in the Final copy on/or before the date stipulated on the Deadlines for Thesis and Projects document located on the Social Sciences Dept. website. It is the Candidate’s responsibility to mail or hand-deliver the final copy to the Graduate Office.

Guidelines for the Final Copy
Although the Project is not considered a thesis, Candidates should refer to the Graduate Office’s Thesis guidebook for such things as the quality of paper to purchase, formatting, and general questions and answers about the writing process. The Thesis Guidelines can be accessed or downloaded from the Graduate Office’s website (www.emporia.edu/grad/pol.htm).