

Joint Graduate Program in Communication & Culture
A Partnership of Toronto Metropolitan University and
York University

MA Project Regulations

Proposal

The first step in undertaking the project option is the preparation of a Project Proposal. Length: 5-6 pages (typed double space)

Contents must include:

1. The objectives of the project and its relationship to the students overall academic Program. What learning objectives does it serve?
2. A detailed description of the project, including the expected final product and the processes for making it.
3. A discussion of the contribution of the project. How does it break new ground in professional practice?
4. A discussion of how the paper will contextualize the project to relevant theoretical and professional / artistic literature and practice.
5. Bibliography.

Approval

The Project Proposal must be approved by the student's Supervisory Committee and the Graduate Program Director. (See model title page, attached.)

MA full-time students should submit a formal project proposal approved by the project supervisory committee **before the end of the fourth term**, and part-time students **before the end of the fifth term or six months prior to intended completion**. The proposal may be modified with the permission of the project supervisor after submission.

Due Dates for MA Project Proposals (after consultation, revision and approval by Supervisor and committee members)	
MA Full-time students: Approved MA Project proposal submission	30 September of the 4th term study
MA Part-time students: Approved MA Project proposal submission	April of the second year in the program or six months prior to intended completion.

Students unable to meet these timelines should speak to the program administrator or director.

Project Supervisory Committee

The Supervisory Committee must consist of a minimum of three faculty members (at least one from each of the universities), approved by the Graduate Program Director. Normally, the Chair of the Committee (Supervisor) will be a member of the Joint Graduate Program in Communication & Culture.

The Project and The Paper

The project must be in a form that can be reviewed by the Supervisory Committee and the Examining Committee. Each examiner should receive a copy of the final project and paper prior to the examination. If the project cannot be copied, photographs or other appropriate representation of the project may be submitted. **In order to proceed to the Final Examination, the Project and the Project Paper must be approved by the Supervisory Committee.**

The paper (approximately 30 pages) must be a contextualization of the Project, reviewing the objectives, relationship to the student's academic Program, contribution to theory and/or professional practice, and relationship to the relevant literature. It must also set out in detail how the product was made, what was learned, and, if appropriate, how it has been received.

For example, a student might prepare a radio documentary on domestic violence. The paper could define the issues, explain the objectives of the work, discuss the substantive and technical decisions involved in its production, review problems that arose, examine its reception (in focus groups or by experts, for example), **and contextualize the work within the larger literature, practice and/or research.** The paper might include as an appendix excerpts from a journal kept during the making of the project. **The paper must justify the project in terms of its contribution to the student's learning and to theoretical knowledge and/or professional practice.**

The student should ensure that each member of the Examining Committee receives a copy of the Project and a hard copy of the Project Paper **four weeks before the date set for the oral examination.**

Final Examination and the Examination Committee Report

The Final Examination will consist of an oral examination, normally of about one hour, of the student, focusing on the Project and the Project Paper. Questions may deal with any aspect of the student's Program. The examination will be conducted by an Examining Committee will be made up of at least three Program Faculty approved by the Graduate Program Director, at least one of whom must be a member of the student's Supervisory Committee. The Chair is appointed by the Graduate Program Director and must not be a member of the student's Supervisory Committee.

Upon completion of the Final Examination, the Examining Committee will submit to the Program Office a report on the examination, including an assessment of the Project and the Project Paper and of the examination itself (please refer to the attached). **The final report is only for the program use and not distributed to the student.**

Final Project and Paper for Filing

The student must deposit a **final** copy with the appropriate program office upon completion of any minor revisions requested by the examining committee, with a note from the supervisor verifying that all required corrections have been included. Degree requirements are not considered to be completed until both a copy of the paper and a copy of the assessment are deposited with the program.

JOINT GRADUATE PROGRAM IN COMMUNICATION & CULTURE
MA PROJECT PROPOSAL

Student Name:		Student Number	
Project Title:			

The Project Proposal should be 5-6 pages (typed double space) in length. It should contain the following information:

1. The objectives of the project and its relationship to the students overall academic Program. What learning objectives does it serve?
2. A detailed description of the project, including the expected final product and the processes for making it.
3. A discussion of the contribution of the project. How does it break new ground in professional practice?
4. A discussion of how the paper will contextualize the relationship of the project to relevant theoretical and professional / artistic literature and practice.
5. Bibliography.

Does this project involve Human Participants Research?

NO

 YES – PROCEED TO NEXT PAGE.

Student's Signature

Date of Submission

I have read and approved the attached proposal and bibliography and agree to serve on the Project Supervisory Committee¹:

	Name (Print)	Signature	Date
Supervisor			
Member			
Member			

Approved by Program Director:

Signature

Date

¹ The Supervisory Committee must consist of a minimum of three faculty members (at least one from each of the universities), approved by the Graduate Program Director. The Chair (Supervisor) is a member of the Joint Graduate Program in Communication and Culture.

Type of research	Documents to submit	
Please check one:	Submit to the Program Office	Other Action
No human participants	<ul style="list-style-type: none"> This cover sheet (1 copy) Proposal (1 copy) 	Not applicable
Human participants, minimum risk, with written consent Human participants, minimum risk, with verbal consent	<ul style="list-style-type: none"> This cover sheet (1 copy) Proposal (1 copy) TD2 (1 copy) Informed Consent document (written or verbal script) (1 copy) TCPS Tutorial Certificate 	Reviewed by the Graduate Program's Ethics Review Committee.
Human participants, funded by faculty research grant	<ul style="list-style-type: none"> This cover sheet (1 copy) TD4 form (1 copy) HPRC Approval Certificate for Faculty's Research Project TCPS Tutorial Certificate Proposal (1 copy) 	Not applicable
Aboriginal/Indigenous Peoples: or High risk	<ul style="list-style-type: none"> This cover sheet (1 copy) Proposal (1 copy) Human Participant Research Committee (HPRC) form Informed consent TCPS Tutorial Certificate A completed appropriate form as instructed by the Office of Research Services (1 copy) 	Contact the Office of Research Services and follow the procedures outlined by that office.

HPRC Protocol Form = York University Human Participants Review Committee Protocol Form;
TD4 = statement of relationship between proposal and an existing HPRC approved project
FORMS

Recommendation for Oral Defense of MA Project

[TITLE]

[STUDENT NAME]

This form must be completed and filed to the Program Office no less than four weeks prior to the date set for the MA Project Oral Examination. The student should ensure each member of the Examining Committee receives the Project and a hard copy of the Project Paper four weeks before the date set for the oral.

Abstract: [please attach a 300 word brief description of project]

Student's signature: _____ Date: _____

The following is to be completed by the Project Supervisor:

Certification that the Project and Project Paper are ready for examination

The Examination is scheduled for:

Date: _____ Time: _____ Room: _____

The Program Administrator will book a room for the oral, once this confirmation has been received.

with the following Examining Committee¹ (please print):

	Print Name (signature not necessary)
Chair (must be at arm's length) (Program Director or his/her designate)	
Member (Project supervisor)	
Member (Program faculty)	
Member (Program faculty)	

Approved by Project Supervisor:

Project Supervisor's Signature _____ Date _____

APPROVED BY: _____
Program Director Signature _____ Date _____

¹ The Examination Committee is made up of at least three Program Faculty approved by the Program Director, at least one of whom must be a member of the student's Supervisory Committee. The Chair is appointed by the Graduate Program Director and must not be a member of the student's Supervisory Committee.