

**MOREHEAD STATE UNIVERSITY
GRADUATE SCHOOL**

REGULATIONS CONCERNING THE APPLIED PROJECT (ED.S. DEGREE)

The Applied Project Study

Inherent in the title, Applied Project, is the idea that this is to be a study in which the results would be applicable to the student's realm of responsibility, either actual or projected. With this in mind, the student should be able to rationalize the chosen topic to his committee in such a manner as to gain its approval before the study is undertaken. The chair of the committee becomes the director of the applied project unless otherwise agreed upon by the committee.

Once the topic is approved, the student, under the guidance of the applied project director, writes a detailed proposal for accomplishing the study. The proposal is presented to the committee for its approval. The committee has the option of asking for clarification and suggesting any changes it deems appropriate.

The study is conducted under the guidance of the applied project director. When completed, a rough draft of the applied project report is submitted to each member of the committee at least **one week** prior to the scheduled defense of the study and at least **four weeks** before the degree is to be conferred. During the scheduled defense, the committee may ask any necessary questions and ask for any needed changes or corrections.

If the committee accepts the applied project report, it may do so with the understanding that all suggested changes or corrections are made. It is then the responsibility of the applied project director to see that all specified changes and corrections are made and to so indicate to the remaining members of the committee. With all the foregoing accomplished, the applied project report is to be prepared in final form. Again, it is the responsibility of the applied project director to see that the applied project report is as letter perfect as possible and to assist in securing the signatures of the committee members on the "Committee Approval to Review Graduate Thesis or Applied Project" form.

Submitting the Applied Project to the Graduate Office

1. At least **two weeks** before the degree is to be conferred, the student will upload and submit the **final** approved copy of the applied project report and the signed "Committee Approval to Review Graduate Thesis or Applied Project" form to ProQuest (link and instructions below)
2. While the Graduate School will check the applied project report for proper format and pagination at the time of submission, it cannot assume any responsibility for editing or correcting the applied project report. Therefore, each author should take care to proof for spelling and format, as well as the inclusion of all components,

before submitting the applied project report to the Graduate School for final review. Note that the Graduate School cannot accept replacement copies or other changes once the final applied project report has been submitted.

3. The minimum number of copies to be ordered is two (2) (one for the department and one for the library), although the student may have as many copies printed as desired.

ProQuest Link and Instructions

- The link to ProQuest is <http://www.etdadmin.com/cgi-bin/home>.
- Click on “Submitting your Dissertation/Thesis,” and then select “United States,” click “Go,” and then select “Morehead State University.”
- At the “Welcome to the Morehead State University Site,” you will create your account. You will confirm your account creation in your email. This will automatically bring you to the “Welcome to the ETD Administration @ Morehead State University” page.
- Click “Continue” to select publishing options. The “Traditional Publishing Agreement” will follow. After reading and accepting, you will provide contact information and complete the information for “Dissertation/Thesis Details.”
- You will then upload your **final** applied project document in PDF format. Under “Supplemental Files,” you will upload the “Committee Approval to Review Graduate Thesis or Applied Project” form.
- You will finish the process by registering the copyright, ordering copies, and submitting your order.

The Applied Project Report

The typographical style for the applied project report should be that presented in the most current edition of the Publication Manual of the American Psychological Association or the publication manual specified by your department. **Throughout the body of the report, the margins must be 1 inch on all sides.** The first five pages of the applied project report must be in the format of attached template. Replace the text in “red” with your own information and recolor black. Remove italicized headers. The recommended way to incorporate the template pages is to copy and paste them into the front of your Applied Project Report.

The sequence of the total study should be as follows:

Abstract title page (attached)

Abstract (not more than 600 words – double spaced)(attached)

Applied project cover page (attached)

Applied project title page (attached)

Applied project acceptance page (attached)
Preface and/or acknowledgements (if desired)
Table of Contents
List of Tables
List of Figures
Applied Project
References
Appendixes

(Abstract Title Page)

TITLE OF APPLIED PROJECT REPORT IN ALL CAPITALS
DOUBLE SPACE TITLE IF TWO LINES

ABSTRACT OF APPLIED PROJECT

An applied project submitted in partial fulfillment
of the requirements for the degree of
Education Specialist at Morehead State University

by

Sample P. Name

Committee Chair: Dr. First P. Faculty

Professor/Assistant Professor of Education

Morehead, Kentucky

Year

(Applied Project Abstract)

TITLE OF APPLIED PROJECT REPORT IN ALL CAPITALS

DOUBLE SPACE TITLE IF TWO LINES

Director of Applied Project: _____

(Double space abstract. Include statement of the problem, source(s) of data, methods and procedures, major findings, and conclusions. Must not exceed 600 words. Examples may be found in Dissertation Abstracts in the Library)

Accepted by: _____, Chair

(Applied Project Cover Page)

APPLIED PROJECT

Sample P. Name, M.A. in Education

Graduate School

Morehead State University

Year

(Applied Project Title Page)

TITLE OF APPLIED PROJECT REPORT IN ALL CAPITALS

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APPLIED PROJECT

An applied project submitted in partial fulfillment of
the requirements for the degree of
Education Specialist at Morehead State University

by

Sample P. Name

Committee Chair: Dr. First P. Faculty

Professor/Assistant Professor of Education

Morehead, Kentucky

Year

(Applied Project Acceptance Page)

Accepted by the graduate faculty of the College of Education,
Morehead State University, in
partial fulfillment of the requirements for the
Education Specialist Degree

Director of Applied Project

Applied Project Committee:

_____, Chair

Date