HALE MA students complete the degree program with a project representing their work in the program. The project must be submitted during the last semester of enrollment with the exception of students who intend to complete their coursework in the summer; these students must submit their final project in the spring semester immediately preceding the summer in which they take their final course.

Students must be enrolled in at least one credit hour at Michigan State University during the semester in which they submit their final project.

**Project Preparation**

All degree candidates are expected to consult with their faculty advisor at the beginning of the semester in which they intend to submit their final project. The consultation should include the following:

a. ensure student’s program plan is on file with the department and College

b. ensure the actual program of study aligns with the program plan on file or complete a revised program plan to account for differences between initial plan and the actual program of study

c. guidance on their final project

Students are encouraged to submit a draft final project for review by their faculty advisor a minimum of two weeks prior to the project submission due date.

**Project Content**

**Part 1. Contributions to Student’s Knowledge**

In a written statement of approximately 1,000 words, the student should describe the program’s contributions to their general knowledge of higher, adult, and lifelong education. The statement should refer to particular courses, readings, and any other significant program activities and experiences.

**Part 2. Evidence of Learning Objectives**

Student selects from the HALE M.A. program intended learning outcomes those 3-5 intended outcomes most pointedly represented in their experience while enrolled in the HALE M.A. program. In a written statement of approximately 1000 words, the student should exhibit evidence of these learning
outcomes including reference to particular items or experiences from their program of study. These items or experiences could include any of the following:

A. Completed assignments, course activities, or independent studies

B. Reports on activities related to field experiences, internships, assistantships, or work-related projects;

C. Presentations at conferences and other forms of participation in academic or professional events.

Students may include a combination of items but are not required to include an item from each category.

Supporting documents (i.e. copies of assignments, reports, etc.) should appear as separate appendices after the reference list and should be identified as Appendix A, Appendix B, etc. All appendices should be appropriately referenced in the text of the main document.

Part 3. Program Impact

A written statement of approximately 500 words describing the program’s impact on the student’s life apart from academic performance and professional development. This could include, but is not limited to: interests and goals, educational and professional values, and attitudes toward learning and human development.

Part 4. Application of Knowledge & Skills

A statement of approximately 500 words that describes how the student will apply what they have learned from the HALE program at work and/or in other domains (civic projects, volunteer opportunities, participation in cultural and religious institutions, etc.).

Part 5. A current C.V. or Resume

Project Formatting

Students should use the following formatting guidelines when completing their final projects.

- Title Page – including student’s name, date of submission, department name, degree program, and advisor’s name
- Table of Contents – include section headings, subheadings, and appendices
- Pagination – page numbers should appear in sequential order on all pages following the Table of Contents.
- Running Head – include a running head that consists of the student’s last name and the words “HALE M.A. Final Project:
• Section Headings – Each part of the final project (i.e. Part 1, Part 2, Part 3...) should be noted with an appropriate section heading; additional subheadings may be used for organizing purposes
• Font- All text in the document must be equivalent to a Microsoft Word size 12-point font
• Spacing – Main body text should be double spaced
• Reference Page – Include a list of any works cited or referenced in the main text
• Appendix – All supporting documents (i.e. those for Part 2) should appear as separate appendices and should be identified as Appendix A, Appendix B, etc. All appendices should be appropriately referenced in the text of the main document; use a cover page to separate the appendix from the main text.

**Project Submission**

Spring & Summer Graduates: Completed project due by 5:00 p.m. (EST) on the last Monday in March.

Fall Graduates: Completed project due by 5:00 p.m. (EST) on the last Monday in October.

Final projects are to be submitted as an electronic document in the drop box established within the University’s course management system (i.e. Desire to Learn). Students will receive an e-mail message from the HALE M.A. Program Coordinator with instructions for accessing the drop box.

**Project Review**

Final Projects will be reviewed by a committee of HALE faculty members. The committee will consist of the student’s advisor and at least two other faculty members. The Committee will evaluate projects using an acceptable/unacceptable (i.e. Pass/No Pass) scale. Students will be informed in writing through email of the Committee’s determination.

Those students whose projects are evaluated as “acceptable” will have their final program certification forwarded to the Dean’s Office for approval.

If the Committee judges the student’s work to be unacceptable, the student will be asked to revise and resubmit. Prior to revising and resubmitting the student must consult with their faculty advisor who will provide details from the Committee’s review. In order to receive final program certification (i.e. degree conferral) within the semester the project was submitted the student must submit a revised project by Monday of Finals week of the semester in which the project is submitted.

**HALE M.A. Program Intended Learning Outcomes**

1. Demonstrate the ability to use appropriate theory (e.g., adult development, organizational, learning, leadership, etc.) to assist institutions in accomplishing their missions.
2. Demonstrate the ability to use data-based decision making to assist institutions in accomplishing their missions.
3. Articulate an awareness and understanding of diversity and multiculturalism.
4. Demonstrate skills (e.g., technology, distance learning, communication, etc.) to engage learners to deliver programs and services in higher education.
5. Demonstrate a disposition for lifelong and self-directed learning.
6. Engage in ethical decision-making and act ethically in research and practice.
7. Design, develop, and implement effective educational programs.
8. Assess existing educational programs and develop appropriate modifications as needed.
9. Critically read educational literature in one’s professional area.
10. Design, conduct, and report sound assessments or program evaluations, grounded in the appropriate literature.
11. Demonstrate leadership to function as a practitioner in a higher and adult educational setting.

Revised November, 2014