

California State University, Long Beach
College of Health and Human Services
Department of Nursing

Faculty Guidelines for the Directed Project

The following information is quoted from California State University, Long Beach, Policy Statement 95-07 approved by the President on May 31, 1995. It is extracted from the University Thesis Manual, available on line. It applies to both theses and directed projects:

Introduction

Directed Projects submitted in partial fulfillment of the requirements for a graduate degree at this University shall meet the following definitions quoted from the amendment to Section 40510, Title 5.

A Directed Project is a significant undertaking appropriate to . . . professional fields. It evidences originality and independent thinking, appropriate form and organization, and a rationale. It is described and summarized in a written abstract that includes the Directed Project's significance, objectives, methodology, and a conclusion or recommendation. An oral defense of the Directed Project may be required.

Students shall be held responsible for understanding the Directed Project as outlined above and must follow the format guidelines prescribed by the department in which the Directed Project is completed.

Students, acting in accordance with prevailing college and department policies, shall be responsible for selecting a suitable Directed Project advisor.

Each student shall prepare a Directed Project proposal in accordance with prevailing college and department guidelines.

The preparation and acceptance of graduate Directed Projects shall be governed by the processes, procedures, duties and responsibilities outlined below.

Colleges and Programs

Each college shall be accountable for the quality of graduate theses and Directed Projects completed through each of its departments.

Each college dean shall ensure that procedures exist for the establishment of Directed Project committees and for the guidance of Directed Project students consistent with this policy statement.

College deans/department chairs shall ensure that all Directed Project reports have been properly reviewed by the Directed Project committee and the University Office,

and that required corrections and changes are made before Directed Project reports are submitted for placement in the University Library.

Departments

Each department shall prepare procedures for the establishment of Directed Project committees and for the guidance of Directed Project students consistent with those established by their college and consistent with this policy statement.

Prior to approval, departments should determine that a Directed Project proposal is consistent with the available space, equipment, facilities, and qualified faculty. The University does not assume responsibility for supplying everything that a student might need in order to complete a Directed Project.

Departments in which Directed Projects are required shall establish procedures to ensure that all students develop as a part of their graduate education the requisite research skills and knowledge appropriate to the completion of acceptable Directed Projects.

Each department shall develop a procedure to monitor Directed Project progress each semester following student enrollment in Directed Project 692 courses.

Departments shall be responsive to any extraordinary circumstances that may develop during the Directed Project effort over which the student, Directed Project committee, or the department have no control, such as reduction in funding, equipment failures, unobtainable supplies, departure of qualified faculty, denial of access to needed data, et cetera. In most cases, an amended graduate program, a redesigned Directed Project proposal, or a reassignment of faculty to the Directed Project committee will be sufficient to alleviate the circumstances.

Directed Project Committees

A student's Directed Project committee shall consist of at least three members qualified in the areas relating to the Directed Project. At least two shall be full-time faculty members at CSULB, one of who must be tenured or tenure-track. The chair of the Directed Project committee . . . must be tenured or tenure-track from a department authorized to offer a graduate degree. The committee must be approved by the appropriate department graduate adviser, department chair, and college dean or director of graduate studies. Normally the chair of the committee also serves as Directed Project director, but this is not necessarily so. The Directed Project director must be a person qualified in the specific area of the Directed Project, but need not be a tenured or tenure-track faculty member. When the Directed Project committee includes a Directed Project director who is not the chair of the committee, this person may be identified on the Directed Project report approval page as the Directed Project director. The committee shall be responsible for the guidance of the student throughout the Directed Project effort. Any change in the composition of the

committee requires justification and must be approved by the appropriate department graduate adviser and college dean or director of graduate studies.

If the college or department offering the degree funds the workload credit generated by the director or committee chair, prior approval of such workload by the college dean or department chair is required. In the absence of such prior approval, the director or committee chair will not be reimbursed for the workload generated in connection with the Directed Project.

Before agreeing to serve on a committee, the prospective members shall review the Directed Project topic and determine that they possess the requisite expertise to serve on such a committee, and that sufficient resources and materials exist and are reasonably available to the student to support such a study.

Directed Project committee members shall review the research competence of the student before approving a Directed Project proposal.

Directed Project committee members shall advise and direct students in their Directed Project work and ensure that the Directed Project meets the standards and definition of a Directed Project specified in the first section

Directed Project committee members shall determine the grade to be awarded for completion of the Directed Project; and by signing the Directed Project approval page, Directed Project committee members certify that they have determined that the Directed Project meets required standards of scholarship, format, and style of the discipline.

Directed Project Committee Chairs

Directed Project committee chairs shall determine that the student has the proper preparation in terms of course work and research skills to pursue the proposed Directed Project.

In departments where this function is not carried out by graduate advisers, Directed Project committee chairs shall advise the student in the selection of other members for the Directed Project committee, ensuring that the other members are appropriate to the proposed Directed Project effort.

Directed Project committee chairs shall be the major contact point with the student and shall oversee the other committee members' work with the student.

Directed Project committee chairs shall assure that the editorial and format standards appropriate to the mechanical preparation of the manuscript are followed.

Directed Project committee chairs shall establish guidelines for the student and timetables to be followed to ensure completion of the Directed Project in a reasonable amount of time.

Directed Project committee chairs shall arrange for the oral defense of the Directed Project, when required.

The Directed Project committee chair is responsible for canvassing the committee and reporting the grade agreed upon by its members. After the approval page has been signed by the committee and by the dean, and the completed Directed Project report has been reviewed by the University Thesis Office for conformance with prescribed format criteria, the final grade shall be submitted.

Office

Students shall consult the University Thesis Office for information, advice, and assistance on the mechanics of preparing a completed Directed Project report. The University Thesis Office shall verify that each Directed Project report meets the format criteria prescribed by the department or program, and by the University, and that it meets all procedural requirements for Directed Projects imposed by the University.

All Directed Project reports must be acceptable for deposit in the University Library.