

MASTER'S PROGRAM SPRING 2010

Research & Development/ Thesis writing

Project requirements/ Check list

Write a research paper of approximately 2500 words

Create a Bibliography using at least 6 different references. Make 3 x 5 index cards

Use footnotes

Take notes - make note cards. (You may also use notebooks & lap tops)

Create an Outline

A rough draft will be submitted (the rough draft may be hand written)¹

FORMATTING THE PAPER:

The finish project will be typed

Double spaced

Left Margin- 1 ½ inch, Right margin 1 inch

Top Margin – 1st page 3 inches, all other pages 1 inch

12 point font

Cover page that includes, Title, name of student, class title and due date of finished project.

| ITEM | DUE DATE | CHECK |
|----------------------|----------|-------|
| Choose a topic | 01-28-10 | |
| Working Bibliography | | |
| Thesis Statement | 02-04-10 | |
| Preliminary Outline | 02-11-10 | |
| Note cards | | |
| Rough Draft | 03-25-10 | |
| Final Project due | 04-22-10 | |

¹ You must obtain special permission for the finished project to be handwritten.