

SENIOR PROJECT GUIDE

Introduction

In order to earn a Bachelor's (B.S., B.A.) degree at MSU, students must complete 9 to 12 hours of senior project or practicum (see Student Practicum Manual). The senior project is a synthesis of all prior academic coursework. Enrollment in this course requires the approval of the Faculty Mentor and Dean of the School of Arts & Sciences. Students pursuing more than one concentration/degree must complete a separate senior project or practicum for each concentration/degree. Since each senior project is adapted to the individual student, this allows flexibility for students to pursue research interests in their major field of study. Students who are Liberal Studies majors have the option to combine a practicum and senior project or to complete either.

Directions for Senior Project Proposal

1. The student will choose a Faculty Mentor and contact them to discuss the subject matter for your senior project.
2. The student will write a Senior Project Proposal to describe, in narrative format, the guidelines, goals, learning and performance objectives of the senior project. An example can be found on our website. **Please keep in mind that the purpose of the Senior Project Proposal is to inform faculty and Career Services of what you propose to research - it should tell us what you're researching, how you're researching it, and what your goals for the project are.** A good Proposal will be anywhere from *five to eight pages* long and will include the sections shown in the example above.
3. The student will submit their proposal first to their Faculty Mentor in order to obtain approval signatures, then to the Dean of the School of Arts & Sciences. The student will deliver their proposal, complete with approval signatures, to the Career Services & Practicum Center to receive a **Senior Project Registration Form**.
4. The student will submit this registration form to the Registration Office in the Benedum Center. .

Grades

The Faculty Mentor is solely responsible for grading your senior project. The Faculty Mentor will not submit a senior project grade unless they have received all completed paperwork and assignments. If you're not sure why your grade hasn't been posted, please first contact your faculty mentor to make sure all materials were received - and always keep extra copies!

Students have **one calendar year** (365 days) from the date of registration in which to complete/compile research, prepare the final project, and hand in all materials to the faculty mentor. ***Extensions are not granted for senior project.***

PLEASE NOTE: Please be advised that research involving human subjects, such as conducting surveys, interviews, and/or questionnaires must first obtain approval from the Internal Review Board (IRB) of MSU. Completing the IRB requirements may take a considerable amount of time. Students who wish to use this type of research are advised to plan well in advance. More information about the IRB can be found at:

<http://www.mountainstate.edu/irb/about.aspx>

If you have any questions or need further assistance, please do not hesitate to contact us or drop by our offices, located in the Student Life House, next to Wiseman Hall on the Kanawha Street side. Available hours are Monday through Friday, 8 am - 12 pm and 1 pm - 5 pm. Lunchtime appointments are available, if you call ahead.

Career Services Center

704 S. Kanawha Street

P.O. Box 9003

Beckley, WV 25802

Phone: (304) 929-1565

Fax: (304) 252-2896