

CALIFORNIA STATE UNIVERSITY, SACRAMENTO

DEPARTMENT OF COMMUNICATION SCIENCES AND DISORDERS

CSAD 500P – Project

We are pleased that you have decided to pursue **CSAD 500P – Project** for your culminating experience, leading to the degree of Master of Science Degree – Communication Sciences and Disorders. Like a Master’s Thesis, a project is a significant amount of work that requires commitment, dedication, and focused effort across several semesters of study. Information is provided below to assist you with getting started with this body of work. We wish you much success as you embark on this culminating experience.

The purpose of the project is for you to create or produce an original piece of work that contributes substantially to either the clinical or professional domains of the field of speech-language pathology or audiology. While the project can be composed of a variety of tasks and activities to be determined in conjunction with faculty advisors, all projects must fulfill the following criteria:

1. The work must be conducted under the supervision and mentorship of faculty members in the Department of Communication Sciences and Disorders at California State University, Sacramento.
2. The project must be a significant undertaking appropriate to the professional fields of speech-language pathology or audiology. This means that the project must be deemed by faculty advisors to be an appropriate amount of work, thus warranting the title of “Culminating Experience” for the Master of Science Degree. As such, through completion of the project, you must demonstrate knowledge, as well as the ability to interpret, synthesize, and apply concepts learned throughout your undergraduate and graduate programs. Through the final project product, you must not only demonstrate a breadth of knowledge of key concepts within the communicative sciences and disorders, but also a depth of understanding of an area of focus as deemed appropriate in collaboration with faculty advisors.
3. The project must evidence originality, independent thinking, appropriate form and organization, and a rationale. This means that you, the student, are responsible for all aspects of the work. While your faculty advisor(s) will certainly be available to guide you through this process, it is up to you to organize and complete each step of the task through to the submission of the final deliverable.
4. The project must be described and summarized in a written document that includes the following components (see page 3 for more details):
 - a. Introduction
 - b. Brief Literature Review
 - c. Comprehensive Project Design
 - d. Evaluation
 - e. Discussion
 - f. Conclusion and Recommendations
5. The project must follow all department and university guidelines (see page 5, item 3 for details).

Pursuing a project will require hard work and focus. It is our hope that you not only learn a great deal through this experience, but that you also acquire additional skills that will benefit you as you move toward becoming a professional in the field: committing to and following through with challenging tasks, problem-solving, working collaboratively with others, and developing high-level oral and written communication skills.

We wish you great success with your project!

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CSAD 500P – Project Individualized Plan of Study

Student’s Name: _____

Student’s Email: _____

Student’s Mobile Number: _____

Project Name: _____

Project Chair: _____

(The Project Chair is responsible for guiding and supporting the student through the entire project process. Must be CSAD full-time faculty.)

Second Reader: _____

(The second reader is responsible for providing feedback, suggested edits, and secondary approval. Must be CSAD full-time faculty.)

CSAD 500P Components

(Note: The student and faculty advisor should review the components section, and the student should sign below.)

- 1. The deliverable from the project
Examples include but are not limited to: an event, website, program, etc.
- 2. The final paper
See page 3 for additional information
- 3. Formal dissemination to the appropriate stakeholders
Examples include but are not limited to: podium/ PowerPoint presentation, internet-based video, article for peer-reviewed publication, poster presentation

I, _____, understand that there are 3 components to the project, as listed above.
Print student first and last name

Student signature

Date

Prospectus and Paper Outline

- I. Introduction (1-2 pages)
 - a. Rationale for project (issue/need)
 - b. Statement of purpose with specific SMART goal(s) and objectives
 - c. Facilitators and barriers of the project
 - d. Budget and funding source(s), if applicable
 - e. Sustainability plan

- II. Brief Literature Review
 - a. Includes search strategies, search engines, keywords, inclusionary/exclusionary criteria
 - b. Supports the problem statement
 - c. Leads to an applicable theoretical framework
 - d. Provides a foundational model that correlates to the theoretical framework

- III. Comprehensive Project Design
 - a. Needs and feasibility assessment
 - b. Identified setting; population to be served; targeted beneficiaries of project
 - c. Measurement of outcomes, tools/instruments used to measure outcomes
 - d. Detailed description of each step, outlined; detailed timeline for project
 - e. Resources needed (equipment/non-consumables, consumables, etc.), budget, and funding sources, as applicable
 - f. Sustainability plan

- IV. Evaluation Plan (how will outcome data be collected and analyzed?)

To Be Added to the Final Paper

- IV. Evaluation of Outcomes (edited from evaluation plan)
- V. Discussion (interpretation, limitations, clinical implications, future directions/sustainability)
- VI. Conclusion and Recommendations

CSAD 500P Individualized Plan of Study, Timeline	
Objective	Date (mm/dd/yyyy)
Initial Prospectus (introduction, brief literature review, project design, and evaluation plan) draft due to first reader	
Prospectus discussion with second reader (second reader may request draft at this time)	
Final Prospectus document due to first and second readers (at least two weeks before meeting)	
Prospectus presentation & approval to move project forward (due by the 11 th week of the second semester of clinic)	
Materials development, including measurement of outcomes	
Event, website reveal, program initiation, etc. (“The Project”)	
Outcomes evaluated	
Complete paper draft (addition of evaluation, discussion, recommendations, etc.) due to first reader, collaborate in edits	
Paper due to first and second readers (at least two weeks before Presentation)	
Presentation to stakeholders as well as first/second readers (Note: it is possible to complete the presentation before the paper, e.g., if accepted at a state/national conference. This should be determined with the faculty mentors/readers)	
Paper edits to be finalized with first and second readers	
Final project document and appendices (if relevant) submitted to the college with all signatures	

**Having met with my Project Committee Chair,
I accept the following responsibilities during the semester(s) in which I register for the Project:**

1. I will schedule regular appointments with my Project Committee Chair (first reader). During this time, my Project Chair will consult with me on my draft efforts, project directions, and guide me to a completed manuscript.
2. I understand that a completed project requires appropriate formatting, perfect spelling, good grammar, and correct punctuation. While my Project Committee Chair will be helpful in these matters, the ultimate responsibility is mine.
3. I understand that the format must meet CSUS and CSAD standards. It is my responsibility to obtain from the Office of Graduate Studies (OGS) information regarding the requirements for a Project Format. I understand that some information is available by OGS at: <https://www.csus.edu/graduate-studies/current-students/forms.html> and <https://www.csus.edu/graduate-studies/current-students/thesis-project-dissertation.html>
4. The required format for the Department of CSAD is the latest edition of the Publication Manual of the American Psychological Association (APA). Specific questions regarding this format should be discussed with my Project Committee Chair.
5. I understand that my completed work will not be accepted unless it meets the format standards of CSUS, as interpreted by CSAD and the OGS. The ultimate responsibility for meeting these standards is mine.
6. I understand that I must monitor my own progress toward the completion of my project. This requires knowing the dates when the final copy of my work must be turned into my Project Committee Chair and Second Reader, and when other documents must be submitted (e.g., graduate application, etc.) to the designated and appropriate recipients. I will contact my Project Committee Chair for my project deadlines as well as the OGS.
7. In the preparation of a project, I must select a second reader who will be informed of my progress. My second reader will need sufficient time to review my prospectus, and may need up to a month to review the final draft of my project.
8. I understand that if I do not complete my work during the registered semester that I may have up to three additional semesters in which to complete the project. To obtain this additional time, I must make satisfactory progress (as determined by the project Committee Chair) during the registered semester. I will be required to re-register for my project for every semester in which I continue. If the project is not completed within two semesters, I may enroll in continuous enrollment (CSAD 599), if not otherwise actively enrolled, for two additional semesters. If I do not finish the project within the first semester of enrolling in CSAD 500P, I will receive a grade of "Report in Progress" (RP). If I do not complete the thesis within the four total semesters, I will receive a No Credit (NC) grade for the original units and must enroll in CSAD 500C for the culminating experience.
9. I understand that if I need additional semesters to complete my work, this will extend my master's program and will advance (extend) my original, anticipated graduation date, along with my degree conferral date.
10. I understand that the CSUS Office of Graduate Studies (OGS) has specific requirements and timelines for me to follow and complete, including an additional mandatory project form and fee, payable to the Bursar's Office. Failure to appropriately complete all of these requirements will result in the advancement (extension) of my graduation date.

11. I understand that only an electronic copy of my project is required by the university, and a hard bound copy of my project is no longer required by the university. I am free, however, to (a) contact a printer of my choosing, (b) arrange for an order, and (c) purchase a hard bound copy for myself. I am under no obligation to provide a hard bound copy to any faculty or the CSAD department.

12. I understand that the availability of the project Committee Chair or designated Second Reader during the summer months cannot be expected and must be discussed beforehand. I may be required to re-register for my project at this time at the discretion of the project Committee Chair.

13. I understand that when I register for the CSAD 500P, I am required to fulfill the culminating experience by completing the project and no longer have the option to complete the comprehensive examination (CSAD 500C) or the thesis (CSAD 500T) as my culminating experience.

14. I am prepared to meet the standards of thoroughness, honesty, graduate-level inquiry and critical thinking, and careful attention to references that such an undertaking requires.

15. I understand that my project activities may take up time during weekends, holidays and school breaks.

16. I understand that this is an adventure and that I may be surprised, disappointed, frustrated and overworked, but I expect to be both proud of my work and pleased with my efforts when I am finished.

Signature Section!

Position	Name	Signature	Date
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Graduate Student

First Reader

Second Reader

Third Reader, *optional*

**Culminating Experience
Co-chair**

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¹Last date of this document modification: May 21, 2021

Modified from <https://www.csus.edu/college/education/masters-programs/internal/documents/eds-master-thesis-project-guideline.pdf> and <https://catalog.csus.edu/colleges/health-human-services/communication-sciences-disorders/ms-in-communication-sciences-and-disorders/>