

STEPS IN THE DEVELOPMENT OF A SCHOLARLY PROJECT

- Consider topics of interest.** Read about your topic and prepare to discuss it in [NMETH 520](#).
- Select a topic of interest.** Propose the plan for conducting the Scholarly Project in [NMETH 530](#).
- Select a Supervisory Committee Chair.** The Chair must be a graduate faculty member with expertise in the topic of interest. The student works closely with the Chair to develop and present the scholarly project.
 - Students initiate the selection of their Supervisory Committee Chair.
 - Set an appointment with the faculty member to discuss the topic, form an acquaintance, and explore a possible Chair agreement.
- Form the remainder of your [Supervisory Committee](#).**
- Develop your initial project plan.** With your Chair:
 - Establish a timeline for your work.
 - Establish a schedule of regular appointments with the Chair to enhance progression according to your identified time frame for completion.
 - Use the [Master's Project Initial Plan & Final Report form](#) to develop your plan with your Chair.
 - Determine when to share a plan draft with the committee's other member(s).
 - ◆ Committee members do not expect to get materials from the student unless the Chair agrees that this should occur.
 - Notify committee members (other than the Chair) that they are to expect something from you about two weeks before its arrival so they can plan for it in their workload.
 - ◆ Expect a one-week turnaround time.
 - ◆ Committee members send their responses directly to your Chair, who will arrange for an appointment with you to go over the comments.
 - ◆ In the event of disagreement by committee members, the members themselves work this out, and the Chair has binding decision power.
- Finalize your initial paperwork.** Once your committee has been formed and your project plan is approved, three forms must be completed and signed electronically:
 - [Faculty Agreement to Serve on Supervisory Committee form](#)
 - [Master's Project Initial Plan & Final Report form](#)
 - [Use of Human and Animal Subjects for Theses and Form](#).
 - ◆ Students will complete all necessary information (other than signatures) on all three forms.
 - ◆ The Chair may wish to review the plans before signing.

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- ◆ Once the forms are ready to be signed, students will email all three forms to uwcipct@uw.edu
- ◆ Program Staff will gather electronic signatures from the student, Supervisory Committee members, and faculty advisor.
- ◆ Program Staff will file initial paperwork with Student and Academic Services (SAS).

- Complete the scholarly activities.** Students will register for [NMETH 598](#) Special Projects.
 - Contact uwcipct@uw.edu for the registration codes.
- Complete [final quarter requirements](#),** including applying for your degree.*
- Take the Final Examination.** [The Final Examination](#) is the defense of the project.
 - Arrange your final examination with your committee during the quarter you expect to complete your project.
 - All members of the Supervisory Committee participate.
- Finalize your final paperwork.** When the final examination has concluded, and the student has been awarded a passing grade;
 - Program Staff will gather electronic signatures from the student, supervisory committee members, and faculty advisor on the following forms:
 - ◆ Application for degree (Committee Signature Form),*
 - ◆ Verification of Degree form,* and
 - ◆ Master's Project Initial Plan & Final Report form.
 - Students will email the Abstract of their project to uwcipct@uw.edu
 - Program Staff will file final paperwork with Student and Academic Services (SAS).
 - Student and Academic Services (SAS) will send all final paperwork to the UW Graduate School).

**Final quarter requirements are completed during the student's graduation quarter. It is not required for the final examination to occur during the student's graduation quarter.*