

GENERAL GUIDELINES FOR SENIOR PROJECTS SOCIETY OF YEAGER SCHOLARS

The senior project is required of every Yeager Scholar. Its purpose is to provide an opportunity for a student to work closely with a faculty member in an area of mutual interest in an effort to complete a scholarly or creative project of significant proportions and appropriate to the conclusion of an enriched undergraduate academic preparation.

As a capstone requirement the senior project should normally span a year in its preparation and presentation, and represent visible evidence of accomplishment in the Scholar's academic discipline or area of inquiry.

NATURE OF THE PROJECT

The senior project can be either a research project or a creative work. Both forms must be the original work of the Scholar, and be written and documented in a professional or academic style appropriate to the Scholar's discipline or field of study. If the project is a creative work such as an artistic composition, novel, play, computer program, exhibit, or performance, it should be of sufficient scope to demonstrate the Scholar's competence in the field. A research project should have at least three components: a review of literature, the research itself, and a discussion of results with recommendations. A creative project may, depending upon its nature include the same elements in the written report.

PROCEDURE FOR THE PROJECTS

The process for a senior project should begin in the junior year with discussions between the Scholar and his or her faculty mentor, who will serve as the chief guide for the project, serve as chair of the project committee, and who will be the instructor who will give the final grade at the end of the process.

Once a topic has been chosen, the Scholar and his or her mentor will prepare a project proposal. At the same time they will select two additional members of the faculty to serve on the Scholar's project committee. One of the committee members must be from the Scholar's major department. The proposal must be approved by the mentor and the other committee members before it is submitted to the Steering Committee for its approval. (The attached form must be submitted with the project proposal.) This should be completed no later than midterm two semesters prior to the term in which the Scholar wishes to graduate. The project proposal should include the following:

- 1) A statement describing how the project fits into the overall academic preparation of the Scholar, and how it will be of benefit to the Scholar's study.
- 2) A statement of the problem to be examined, or the project to be undertaken.
- 3) A discussion of the rationale of the project: why the project is of significance and to whom.
- 4) A discussion of the underlying concepts, assumptions, methodology, scope, and limitations of the project.
- 5) A brief literature review.
- 6) An outline of the organization of the project.
- 7) A discussion of the available resources for the project.

CREDIT

The senior project will usually be worth three hours of credit, normally earned by enrolling in independent study in a Scholar's major field, during the semester the project is completed. It is possible the senior project may grow out of or be part of the requirements for a specific course, grow out of independent study, readings for honors, or an internship in previous semesters, with credit given at the discretion of the particular department.

COMPLETING THE PROJECT

Each Scholar should complete a Senior Project Progress Report by the last week of October of the semester prior to the term the student expects to complete the project so the Yeager Scholars office may have on file a record of the number of credit hours the Scholar is to earn. Each Scholar is expected to proceed with the completion of his or her project in a timely fashion with consideration given to the appropriate deadlines for the oral presentation of the project and the submission of the written report.

Each senior project, even if it is a creative work such as novel, play, composition, video, etc., must be accompanied by a written report discussing the development of the project, sources used, and with appropriate documentation where necessary.

PUBLIC PRESENTATION

At the beginning of the Scholar's semester of graduation, a date will be set for the public presentation of the results of the project. This presentation will be open to fellow

Scholars, the faculty, and the public. While it will not be a formal defense as in graduate work, the Scholar will be expected to discuss his or her work in detail. The Scholar's project committee may, at its discretion, hold an oral defense of the work with the Scholar at a separate time and place. All work on the project, including the public presentation and/or the oral defense, must take place prior to one month before final examination week of the semester in which the Scholar is to graduate. Upon completion of the work a copy of the project and/or written report accompanying the project must be presented to the office of the Society of Yeager Scholars and copies must be presented to the members of the Scholar's committee.

INSTRUCTIONS FOR THE PREPARATION AND SUBMISSION OF SENIOR PROJECTS

The following instructions apply to all Senior Projects submitted in partial fulfillment of the requirements for graduation as a Yeager Scholar from Marshall University. The completed projects and/or project reports are the property of the Society of Yeager Scholars and Marshall University; however, publication rights are reserved to the author unless research contracts, patent rights, or other agreement made with the departments of the University prohibit such publication.

The Scholar should bear in mind the following general instructions:

LENGTH

The length of the project report tends to vary in accordance with the precise nature of the project and the field of inquiry. The length should adequately reflect the scope of the undertaking and the amount of credit earned (i.e. normally 3 credit hours). Project reports in the sciences tend to be somewhat shorter (e.g. 10-25 pages) because much of the work is done in the laboratory. Reports in other fields, especially in the humanities and the social and behavioral sciences, tend to be longer (e.g. 25-5- pages) because of the need to elaborate on a concept or develop an argument.

DEADLINES

The completed senior project proposal form, signed by each Scholar's mentor and committee members, must be submitted no later than midterm two semesters prior to the term in which the Scholar wishes to graduate. The Steering Committee of the Yeager program will review and either approve or disapprove each proposal. Proposals that are disapproved must be submitted to the Steering Committee within three weeks of the date it is returned to the Scholar.

- 1) Submission of the final good copy of the project report must be submitted to the Scholar's project committee no later than two weeks prior to the deadline for submission to the office of the Society of Yeager Scholars.
- 2) Submission of the approved project report, with all the signatures of committee members, must be made to the office of the Society by the Monday of the week prior to final examinations of the semester in which the Scholars are to graduate.

IMPORTANT NOTICE: IT IS ABSOLUTELY ESSENTIAL THAT YOU PLAN AHEAD SO YOU CAN COMPLETE YOUR PROJECT ON TIME. PROCRASTINATION CAN LEAD TO DELAYS WHICH CAN POSTPONE THE CONFERRING OF YOUR YEAGER MEDALLION.

FORMAT APPROVAL

The bibliographic form and format of the project report are subject to final approval by the senior project faculty mentor and/or the Director of the Society. Approval of form and format should be obtained before the report is prepared in its final version. This includes all reports including those accompanying a creative project. Improper format and bibliography entry are sufficient ground for requiring retyping or repreparing the report.

FORMAT

A manual of style, appropriate to the Scholar's field of inquiry, should be chosen. Manuals such as those of the American Psychological Association (APA) and the MLA Handbook for Writers along with the Campbell or Turabian guides are acceptable if approved by the faculty mentor.

The final version of the report must be produced by xerography, laser printing, or a similar method, provided the lettering is black, the copy is clear and sharp, and the process is of a permanent nature. All copying must be done on a copier or printer that can handle thesis-quality work and use the correct paper. The paper must be 8 ½ by 11 inch, 20 pound bond. Regular copy paper or computer paper is not acceptable.

Printing should be on one side of the page only. The general text of the report should be double-spaced, but tables, long quotations, and footnotes should be single-spaced. Reports prepared with a word processor should employ the highest quality printing available (e.g. either letter quality or a laser printer).

The project report will generally be divided into three sections: the preliminary pages, the text, and reference materials.

PRELIMINARY PAGES: The preliminary pages must include the title-signature page and the table of contents.

Title-Signature Page (A sample of the title-signature form is appended to these instructions).

- a. **Title:** The title of the project is typed in all capital letters and if longer than one four inch line, the title should be split and placed on two or more lines with the first line the longest (so it resembles an inverted pyramid). The title is double-spaced if it is longer than one line. The title should be a concise yet comprehensive description of the contents.
- b. **Student's Name:** The full legal name must be given (no initials). The name is typed in upper and lower case letters, not all capital letters.
- c. **Statement:** The statement "A Senior Project Submitted to the faculty of Marshall University in partial fulfillment of the requirements of the Society of Yeager Scholars," should appear four lines below the student's name.
- d. **Approval:** The names of the Faculty Mentor, serving as Chair of the project committee, and the Executive Director of the Society of Yeager Scholars, are typed under the lines which receive their signatures. Please be sure to type the correct names and initials which conform to the current listing in the University Catalog. Do not list academic degrees after their names and do not refer to them by their academic titles (e.g. Dr., Dean, etc.) Below the signature names type, in upper and lower case letters, "Committee Chairman," "Committee Member," and "Executive Director, Society of Yeager Scholars."
- e. **Date:** The final item on the signature sheet. This should be the last month of the semester, and the year in which all requirements for graduation are completed. (e.g. May 2007) The date should be centered at the bottom of the page, one line above the margin.

All of the Title-Signature page is cantered within the margins, not the edges of the paper.

NOTE: *The title page must be submitted to the Yeager Office for approval of format before being signed.*

Text: The text is the main portion of project summary. In it the problem is stated, the method is described, the data are discussed, and the findings are presented and analyzed. The organization of the text may vary with different subjects and disciplines; however, an internally consistent style must be followed. Generally the organization should follow whatever is considered standard in the particular subject area.

Tables: Tables should be in a form that can be read easily. Headings, column and row entries should be clearly labeled.

Footnotes: Footnotes should be arranged in a definite order following the style given in an approved style manual.

Footnote references must follow a consistent style throughout. Ordinarily, footnotes are numbered consecutively throughout each chapter or main division. Footnotes may be placed at the bottom of a page, a horizontal line below the last line of the text must be used to separate the footnote from the text. Footnotes are single-spaced with double spacing between entries.

Reference Materials: Reference materials in a summary may include a bibliography and appendices. The following should be observed when preparing these materials:

Bibliography: This section has various names. Sometimes it is called "A Selected Bibliography," "Publications Cited," "References," or "Literature Cited." This part of the summary should be arranged in a definite order following the style given in an approved style manual. Single-spacing with double-spacing between entries meets the necessary typing specifications. All books, articles, and other material used in preparation of the summary should be listed. Footnote form in a bibliography is not acceptable. Such abbreviations as op.cit., loc., cit., and ibid., will not be approved in bibliography entries.

Appendices: Some seniors may find it desirable to include certain material that does not actually form a part of the text. Such material may include questionnaires, extensive tables of data, or detailed descriptions of apparatus and test forms. Such items may be made a part of the Senior Project Report by

placing them in one or more appendices. Appendices usually precede the bibliography.

Appendices, as a major part of the report, must appear in the table of contents. The same margins and pagination form as the text must be followed. "Dittoed" or other non-permanent material is not acceptable.

NUMBER OF COPIES

Each Scholar must furnish the Yeager Scholars office with one unbound copy of their Project Report with an original title-signature sheet. Each member of the Scholar's committee should receive an unbound copy of the Report.

(SAMPLE)

BREAKING THE "SOUND BARRIER": THE LEGENDARY FLIGHT OF

CHARLES E. "CHUCK" YEAGER

by

Cornwell Peter Trippy

A Senior Project submitted to the faculty of

Marshall University

in partial fulfillment of the requirements of the

Society of Yeager Scholars

APPROVED:

William Price

Committee Chairman

Mary Moore

Committee Member

Nicki LoCascio

Committee Member

Barry Sharpe

Executive Director,
Society of Scholars

May 2008

**SOCIETY OF YEAGER SCHOLARS
SENIOR PROJECT PROPOSAL APPROVAL FORM**

SCHOLAR'S NAME

PROJECT TITLE

THE FOLLOWING, SERVING AS THE COMMITTEE FOR THIS PROJECT, HAVE READ AND APPROVED THE PROPOSAL FOR SUBMISSION TO THE STEERING COMMITTEE:

DATE

RESPONSE OF THE STEERING COMMITTEE, SOCIETY OF YEAGER SCHOLARS

APPROVED

DATE

RETURNED FOR REVISION

DATE

APPROVED

DATE

COMMENTS:

EXECUTIVE DIRECTOR, YEAGER SCHOLARS

**MARSHALL UNIVERSITY
SOCIETY OF YEAGER SCHOLARS
SENIOR PROJECT PROGRESS REPORT**

NAME OF STUDENTS _____

MAJOR DEPARTMENT _____

PROJECT TITLE _____

COURSE NUMBER FOR CREDIT _____

CREDIT HOURS TO BE RECEIVED _____

PROGRESS TO DATE (Attach second page if necessary:

COMMENTS FROM FACULTY MENTOR/COMMITTEE CHAIR (Attach second page if necessary:

SIGNATURE OF MENTOR/CHAIR _____

DATE _____