

Communication MA – Non-Thesis Project

The guidelines and instructions for the paper are in the [MA handbook](#) pages 18 & 19, but the process for completely finishing the paper and recording it is now a little different than what is listed in there. See *the correct process explained*:

Step One: Determine Project

- Determine what you have completed in one course or several courses and would like to expand upon for your Non-Thesis Project. This could start with a significant course-required project and then add elements of other course projects to it.
 - For example, you could start with the business plan required to be completed in the Media Entrepreneurship course and then elements from Applied Graphics Communication and Digital Editing courses.
 - Another example would be to start with the project from the Internship course and add elements from the Communication Consulting and Digital Media Strategies courses.
- The degree required Final Project should be a way for you to market yourself based on what you've accomplished in your graduate school career. It can include items that you did not complete in a course, e.g. your employment, but some of the project's aspects should be from some of the courses you've completed.
- It's best to consult with the Director of the COMM MA Program about what elements you're thinking of including in your degree required Final Project at the start of the semester you'll be submitting the project. Working drafts of the project can be submitted to Director to obtain feedback before the final version is submitted online. You can also ask advice and seek feedback from other faculty members, particularly those who were the instructors from the courses and projects you're using in the degree-requirement project.

***If you choose to expand upon a project you completed in a course, this course must be complete before the semester you plan to graduate (and therefore the semester the project is due).*

Step Two: Faculty Reviewer

- Approach the Director of the COMM MA program to notify them before the submission deadline of your plan to submit the final version of your project. This Director of the COMM MA program serves as your "faculty reviewer" for the project. This notification to the Director provides an indication you will soon be submitting your project for review.

Step Three: Department Approval

- You submit the project to the "Non-Thesis Capstone Project/Paper Review" form on the [Graduate Forms & Policies page](#) under Additional Resources > Final Project Form & Graduation Resources. The Graduate Director and Department Chair must approve your project for you to complete the degree requirement and they can only review the Final Project from the submission of the above mentioned form.

If you are planning to graduate in the Fall, your final project is required to be submitted via that above form by the end of October. If you are planning to graduate in the Spring, then your final project is required to be submitted via that above form by end of March per COMM Department requirements. This means you need to start this process early!

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Step Four: Recording Approval on your degree

- Once you receive final approval from the Grad Director and Dept Chair, you must submit the [Graduate Services “Non-Thesis Master’s Capstone Project Approval”](#) form to have the requirement marked as complete on your degree officially. ***You will not graduate if you do not submit this form.***