**Student’s Name:** ______________________  
**Graduation Semester/Year:** ____________

**Primary Advisor:** ______________________

**Committee Members:** ___________________ & ______________________

**Topic of Directed Project:** ____________________________________________

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**TIMELINE AND GENERAL INFORMATION ABOUT THE SPECIAL EDUCATION DIRECTED PROJECT (EDSP 5983)**

- All Special Education M.Ed. students complete the Directed Project in Special Education (EDSP 5983) or a Thesis (EDSP 5980) as determined with their advisors.

- Appropriate paperwork for their Directed Project is filed by the first Monday in April (for fall defenses) or the first Monday in October (for spring defenses). This allows students to obtain permission from the Graduate College to complete and defend their Directed Projects. Failure to honor this deadline can result in not having permission to defend and graduate as expected. Check the Graduate College website for the actual date of the deadline.

At this time, students submit the signed Admission to Candidacy form and “Agreement to Serve” form found in this packet to the Department of Educational Psychology’s Graduate Programs Officer.

- Students enroll in the Directed Project course with their advisors (who can be any one of the Special Education faculty members) during the semester they plan to defend their Directed Projects. Defenses in the summer require written permission and commitment by all committee members.

Students have the option to enroll in additional Directed Project hours if they want. They can enroll the semester before (e.g., enrolling during a spring semester) the semester they anticipate graduating (e.g., a fall semester) and continue to work on their projects during the summer and fall semester. With this schedule, students convene their project defenses during the fall semester.

- All Directed Projects are defended during the last semester of the students’ programs. Though students are supported by the faculty and staff, completion of their papers/projects in a timely manner is ultimately their responsibility. For example, students establish meeting times with their advisors and committees, reserve rooms for their defense, etc. Faculty and the college expect students to work closely with your primary advisors and committee members.

- Directed Projects can take various forms. For example, they can be action research projects, school/community projects, development of a website, creation/development/evaluation of a set of teaching materials, a teaching manual specific to particular strategies, professional development activities, or a formal paper. The key to successfully developing and defending Directed Projects is for students to do something related to their interests that is valuable to their professional practice. Students are welcome to propose one of the options presented above, create a hybrid version, or some other creative activity. It is the expectation of the faculty that students assume responsibility for fully developing quality Directed Projects that are supported by their literature reviews. Completed Directed Projects must be approved by the students’ advisors in advance of their defenses in order for them to defend during the semester in which they are enrolled.

- All Directed Projects require literature reviews, fully developed projects and presentations given to and evaluated by their committees.
TIMELINE

The following timeline is provided to assist students in fully developing and presenting their Directed Projects to their committees. Students review it with your primary advisors and committee members.

In order to complete their project in a timely manner, it is important for students to honor the due dates as they are presented in the following timeline. Students must remember that this timeline serves as a minimum standard for their projects. As graduate students, it is the expectation of the faculty members of the Special Education Program that they develop projects that reflect the professionals they strive to be.

Week 1

- Meet with primary advisors to determine topic.
- Complete Institutional Review Board (IRB) certification (CITI) requirements if warranted. Students consult with their advisors to determine this.
- Enroll in EDSP 5983, Directed Project.
- Identify and personally invite potential committee members. Two of the three must be full time Special Education faculty members at OU.
- Review requirements for the first component of their Directed Projects - review of the professional literature. The written literature must be in accordance with APA (6th edition) standards. It must accompany their Directed Projects and include:
  - Identification of the specific topic you have chosen
  - A review of the professional literature
  - References

Week 3

- Develop and submit to their advisors draft outlines of the topics their literature reviews will address. Students include at least four articles (hard copy) per topic identified. Of these four articles for each topic, three must be empirical studies and identified in their outlines. Students highlight specific passages in articles that are used for support.
- Contact all committee members for input regarding potential dates and times for their defenses. Defense meetings are held during the fall and spring semesters unless otherwise determined by the students and their advisors.
- Reserve a room for their defenses for one hour through the Dean’s office (325-1081).
- Contact all committee members through email or personal visits with the finalized date, time, and room information for their defenses.
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- Develop and submit their final outlines with references for their lit reviews. This is accompanied by at least four hard copy articles per topic/discussion item. Of these four articles for each topic, three must be empirical studies and identified in their outlines. Students highlight specific passages in articles that are used for support.

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- Deliver a rough draft of their lit reviews, written in APA (6th ed.), to their advisors for feedback. Their lit reviews must include reference lists and any additional articles (hard copy) used to support the points of their reviews. Students highlight specific passages in articles that are used for support.

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- Revise their lit reviews per their advisors’ feedback using the same guidelines as those identified in Week 7 (i.e. reference list and hard copies of any additional articles used to support the points of their papers with specific passages are highlighted).
- Email electronic copies and deliver hard copies of their lit reviews to all committee members for feedback.
- Share their nearly-completed projects with their advisors so it can be determined whether their projects are about ready for presentation to their committees.
Week 11

- Based on feedback from their advisors and committee members, students complete their final drafts of their lit reviews. They mail electronic copies of their final lit reviews to all committee members and deliver hard copies to all of them in person or to their mailboxes.
- Complete their projects and share them with their advisors for feedback regarding last minute revisions.
- Send reminder emails about the confirmed date, time, and place of their defenses to their committee members.
- Prepare their defense presentations.

PROJECT DEFENSE

Week 13:

- Present a brief (20 – 25 minute) synthesis of what they learned from the literature reviews and a clear presentation of their projects.
- Discuss their projects with their committees. Then, students leave the room so their committee members can determine whether they met the standards set forth for Directed Projects.
- Upon a decision of the committee members, students are invited back into the meeting and told whether their Directed Projects and presentations met satisfactory standards or not.
- Committee members and the students sign the form that was sent to the advisors by the Graduate College when they received the students’ request to defend.
- Students are given the original signed sheets which they take to the Educational Psychology Graduate Liaison office immediately or within 24 hours unless otherwise directed.

* If defenses are not held before the end of current semester, students are given an “I” (incomplete). Once they successfully defend their projects by no later than the identified due date, their altered grades are sent to the records department by the Educational Psychology Graduate Liaison officer. In accordance with university policy, international students do not have the option of receiving an “I.”
DEPARTMENT OF EDUCATIONAL PSYCHOLOGY SPECIAL EDUCATION PROGRAM
COMMITTEE MEMBERSHIP AGREEMENT AND TOPIC PROPOSAL FOR MASTER’S
DIRECTED PROJECT

This form must be submitted to the Department of Educational Psychology’s Graduate Programs Officer at the time the Admission to Candidacy form is submitted. Committee members must sign this form to notify the department of their agreement to serve during the semester indicated. Any deviations from the original committee indicated on this form will require a resubmission of the form. All actions related to the Directed Project must be consistent with the requirements and deadlines of the Graduate College and the Department of Educational Psychology.

As the student, you are responsible for ensuring that all committee members receive a complete copy of the project at least two weeks prior to the project defense to allow adequate time for faculty to review the materials prior to the defense. Furthermore, you are responsible for scheduling the defense meeting and ensuring that all committee members are available to attend the meeting. Please be aware that if the Directed Project is not completed and defended during the semester in which you enroll for the Project, you will be assigned a grade of “Incomplete” for that semester. The incomplete must be made up within one year or it will become permanent and you will have to re-enroll in the course when you plan to complete your project.

Student Name: ___________________________ OU ID: ___________________________
Student Signature: ___________________________ Date: ___________________________
Proposed Project Title: ___________________________

Proposed Semester for Completion: ___________________________

PROJECT COMMITTEE MEMBERS
By signing below, you indicate your agreement to serve on the above named student’s committee during the proposed semester.

Chair: ___________________________ Print name

Member: ___________________________ Print name

Member: ___________________________ Print name

Graduate Liaison: ___________________________ Print name
Student’s Name: ____________________________  Graduation Semester/Year: ________________
Primary Advisor: ____________________________
Committee Members: ________________________ & ____________________________
Topic of Directed Project: __________________________________________________________

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UNIVERSITY OF OKLAHOMA
GRADUATE COLLEGE

TITLE OF PROJECT

A PROJECT
SUBMITTED TO THE GRADUATE FACULTY
IN PARTIAL FULFILLMENT OF THE REQUIREMENTS FOR THE
DEGREE OF
MASTER OF EDUCATION

BY
FIRST, MIDDLE, LAST NAME
SEMESTER, 2010

COMMITTEES MEMBERS:
DR. XXXXX X. XXXXX - CHAIR
DR. XXXXXXX X. XXXXXXX
DR. XXXXX X. XXXXX

Special Education Masters (M.Ed.) Proposed Timeline (5/9/2013)