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MUCS 4000 Form

*Submit to CSMS Program Coordinator before last day of classes
the semester prior to enrollment in MUCS 4000*

Name of Student (ID Number)	e-mail address	phone number
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Select a Project Option

- Research Paper (attach project abstract, bibliography, and timeline)
- Internship (attach acceptance letter with internship supervisor name and contact information)
- Creative (attach project summary and list of required materials/equipment)
- Service Learning (attach project description with organization supervisor name and contact information)

Each form should also attach:

- (1) an evaluation rubric created in consultation with the faculty supervisor
- (2) a 150-word statement from the Program Coordinator and student about the project's alignment with the degree objectives

Semester

Faculty Chair, Title

Signature

Optional Additional Committee Member, Title

Signature

Research Paper:

The paper's length and scope will vary depending on the chosen topic and the student's professional goals. The paper must comprise a minimum of **6,000 words** (excluding front matter, bibliography, footnotes, and appendices). The student will give a final presentation of the research open to all CSMS students and faculty during the last week of classes for the semester and submit the paper to the faculty supervisor no later than the last day of class for the semester. The faculty supervisor will

assign a grade based on progress throughout the semester and an evaluation of the paper and presentation.

Internship:

The internship must be at least 9 hours per week. The intern will keep a weekly journal of all work, listing specific projects or duties performed during the internship. The semester-long journal will be attached to a final two-page (double-spaced, 12-point font) reflection paper describing the internship: what you did, challenges you encountered, how you overcame them, contacts made, what you learned, and what you thought about the experience and organization. The intern will submit the reflection paper no later than the last day of class for the semester. The student will give a final presentation of the internship outcomes open to all CSMS students and faculty during the last week of classes for the semester. At the end of the semester, the internship supervisor agrees to write a brief evaluation of the intern's performance. The faculty supervisor will assign a grade based on the intern's semester journal, presentation, reflection paper, and the supervisor's evaluation.

Creative Project:

The student will keep a weekly journal of all work, listing specific tasks performed during the project. The semester-long journal will be attached to a final two-page (double-spaced, 12-point font) reflection paper describing the project: what you did, challenges you encountered, how you overcame them, what you learned, and what you thought about the experience. The student will submit the reflection paper no later than the last day of class for the semester. The student will give a final presentation of the project outcomes to all CSMS students and faculty during the last week of classes for the semester and submit the project to the faculty supervisor no later than the last day of class for the semester. The faculty supervisor will assign a grade based on the semester journal, presentation, reflection paper, and evaluation of the project.

Service Learning:

The service must comprise at least a 9-hour commitment per week. The student will keep a weekly journal of all activities, listing specific projects or duties performed. The semester-long journal will be attached to a final two-page (double-spaced, 12-point font) reflection paper describing the service: what you did, challenges you encountered, how you overcame them, contacts made, what you learned, and how you contributed to the organization. The student will submit the reflection paper no later than the last day of class for the semester. The student will give a final presentation of the project outcomes open to all CSMS students and faculty during the last week of classes for the semester. At the end of the semester, the organization supervisor agrees to write a brief evaluation of the final service outcome. The student's semester journal, reflection paper, presentation, and supervisor's evaluation will all be used to assign the final grade for the internship.