Instructions to Student

1) Describe your proposal by answering the questions on page 2. Note first the evaluation rubric on pages 3 & 4.

2) After two faculty members have agreed to read your paper, one serving as chair, submit to them pages 2 - 4. Remind both faculty readers to submit pages 3 & 4 (Proposal Evaluation) to the program assistant Amanda Barratt.

3) Print and fill out the Non-thesis Research Proposal form (page 5 below) and obtain their signatures. Submit this form to the program assistant Amanda Barratt.

4) Notification will be sent indicating approval or disapproval.

5) Check with the Program Assistant the semester deadline for e-submission of your paper through Turnitin to the Program Assistant.
MA Non-thesis Research Paper Proposal Form

Student name _______________________________    Date__________

A. Topicality, Background & Justification for Thesis

B. Aims & Objectives of Thesis

C. Originality, Inventiveness & Creativity of Thesis

D. Research Questions, Hypotheses

E. Research Methodology
## MA Proposal Evaluation

Student name _______________________________ Faculty completing evaluation ____________________

**Instructions to faculty:** Complete and submit pages 3 & 4 to graduate program assistant Amanda Barratt

<table>
<thead>
<tr>
<th></th>
<th>1 Limited proficiency</th>
<th>2 Some proficiency</th>
<th>3 Proficient</th>
<th>4 Highly proficient</th>
<th>Score 1-4</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A. Topicality, Background &amp; Justification for Thesis</strong></td>
<td>No gap is identified or described.</td>
<td>Description of gap incomplete or unclear.</td>
<td>Identifies a gap in existing knowledge.</td>
<td>Clearly identifies a gap in existing knowledge.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Topic seems trivial or author does not let say why we should care about it.</td>
<td>Importance is addressed but is not convincingly shown.</td>
<td>Topic is justified and the thesis will likely lead to an actual contribution to it.</td>
<td>Topic is clearly justified and the thesis will likely lead to an actual contribution to it.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Too few references or organization is not clear enough.</td>
<td>Author has done a good job gathering prior work but the analysis is mechanical and enumerative rather than conceptual and integrative.</td>
<td>Many previous studies are referred to.</td>
<td>Many previous studies are referred to; obvious that student read extensively.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Evident that student do not have a deep enough grasp of the area.</td>
<td></td>
<td>Organization of different themes in the literature is somewhat ad hoc.</td>
<td>Organization makes connections between different themes in the literature clear.</td>
<td></td>
</tr>
<tr>
<td><strong>B. Aims &amp; Objectives of Thesis</strong></td>
<td>The aim is missing or unclear.</td>
<td>The aim is stated.</td>
<td>The aim is clearly stated.</td>
<td>The aim is clearly and concisely stated.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Objectives are missing, are not connected to the aim or are too many and overlapping.</td>
<td>There are some objectives but they are only partly connected to or follow only partly from the aim.</td>
<td>Objectives further detail and sub-divide the aim.</td>
<td>A few, additional objectives further detail and sub-divide the aim.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Objectives are connected to the aim.</td>
<td>Objectives are clearly connected to and follow from the aim</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## MA Proposal Evaluation

<table>
<thead>
<tr>
<th>C. Originality, Inventiveness &amp; Creativity of Thesis</th>
<th>Proposal is uninspired and describes straightforward work with little to no creative potential.</th>
<th>Proposal has no creative/original/inventive elements but some potential for making a creative contribution.</th>
<th>Proposal has some creative/original/inventive element and a potential for making a creative contribution.</th>
<th>Proposal has several creative/original/inventive elements and a clear potential for making a creative contribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>D. Research Questions, Hypotheses</td>
<td>Research questions or hypotheses are not clearly stated or not testable/answerable.</td>
<td>Research questions or hypotheses are stated but only partly testable/answerable. Even if all questions are answered, the aim of the thesis will not be met.</td>
<td>Research questions or hypotheses are clearly stated and mainly testable/answerable. If all questions are answered, the aim of the thesis is mostly met.</td>
<td>Research questions or hypotheses are clearly stated and testable/answerable. If all questions are answered, the aim of the thesis is automatically met</td>
</tr>
<tr>
<td>E. Research Methodology</td>
<td>Inappropriate choice of research methods or methods unclearly Described. Research methods are not suitable for answering research questions.</td>
<td>Description of research methods to be used somewhat unclear or incomplete. Research methods are not fully suitable for answering research questions.</td>
<td>Clear description of research methods to be used. Research methods suitable for answering majority of research question.</td>
<td>Clear and reasonable description of research methods to be used. Diverse set of research methods clearly suitable for answering research questions.</td>
</tr>
<tr>
<td>F. References Citations</td>
<td>Few prior works are referred to (&lt;10) or there are several that are irrelevant and/or unrelated to topic. A majority of referred works are of low quality. Key papers are missing. Multiple and serious inconsistencies in the formatting of the reference list.</td>
<td>Relevant prior work is referred to but there is one that is irrelevant/unrelated to topic. Some of the referred works are of low quality. Key papers are missing. A few inconsistencies in the formatting of the reference list.</td>
<td>Relevant prior work is referred to but not all are of the highest quality or there are too few of them. Some key paper is missed. Proper and consistent formatting of reference list.</td>
<td>Relevant prior work of high quality is extensively referred to. Key papers for the topic are referred to. Proper and consistent formatting of reference list</td>
</tr>
</tbody>
</table>
Title of paper: ____________________________________________________________

Brief description of paper: ________________________________________________

Please complete the following: (check one)
☐ Present in conference   ☐ Present in department

Student name: ___________________________________________________________

Student Signature________________________________________________________Date__________

☐ Please note that by signing and submitting this form you are committing to completing the research paper for the non-thesis option and that both paper readers have consented to reviewing the paper. Unless otherwise approved by the Graduate Program Director, failure to submit a paper after submitting this form will constitute as you having failed this requirement.

ENDORSEMENTS OF READERS: (Required)

Reader 1 signature:________________________________________________________Date__________

Printed Name: ____________________________________________________________

Reader 2 signature:________________________________________________________Date__________

Printed Name: ____________________________________________________________

APPOINTMENT BY DIRECTOR OF GRADUATE PROGRAM:   ☐ Approved   ☐ Denied

Signature of Graduate Program Director:_______________________________________Date__________

Submit form to Amanda Barratt or email to Amanda.Barratt@ucf.edu

Howard Phillips Hall (HPH) Room 302 • (407) 823 - 2608