

IMPORTANT DATES TO KNOW FOR YOUR MASTERS PROJECT

Be sure to pay close attention to these deadlines to see what applies to you.

FALL SEMESTER

Friday, Nov. 8, 2019

Deadline for approving a Masters Proposal. This is the last day a graduate student can meet with the committee to approve a Masters Project proposal. **Earlier is preferred, and it is up to the student to schedule this meeting with their committee.**

Your proposal has to be to your committee no less than one week before your approval meeting.

Tuesday, Nov. 19, 2019

Deadline for a Masters Defense. This is two weeks before the last day of classes. The graduate student will use those remaining two weeks to make any needed or requested changes in the project to submit by the last day of class, prior to exams.

NOTE: this is a short week, so anticipate needing to schedule defense earlier than this deadline. **Projects must be submitted to the committee for review NO LESS than two weeks prior to defense.**

Monday, Dec. 9, 2019

Deadline for turning in final Masters Project. Deliver five copies of the project to the VisCom office. See your masters chair for details.

SPRING SEMESTER

Friday, April 3, 2020

Deadline for approving a Masters Proposal. This is the last day a graduate student can meet with the committee to approve a Masters Project proposal. **Earlier is preferred, and it is up to the student to schedule this meeting with their committee.**

Your proposal has to be to your committee no less than one week before your approval meeting.

Friday, April 10, 2020

Deadline for a Masters Defense. This is two weeks before the last day of classes. The graduate student will use those remaining two weeks to make any needed or requested changes in the project to submit by the last day of class, prior to exams.

NOTE: this is a short week, so anticipate needing to schedule defense earlier than this deadline. **Projects must be submitted to the committee for review NO LESS than two weeks prior to defense.**

Monday, April 27, 2020

Deadline for turning in final Masters Project. Deliver five copies of the project to the VisCom office. See your masters chair for details.

Deadlines for the masters proposal

Deadlines for the masters proposal

Deadlines for the masters project

Deadlines for the masters project

Masters Proposal and Project Guidelines

<p>1.</p> <p>Select a topic.</p> <p><i>Write a question and talk with a faculty member about your idea and approach.</i></p>	<p>2.</p> <p>Write a 250-word abstract.</p> <p><i>Find a faculty member to chair your committee and also seek other members of your committee. Do a literature search and write a bibliography.</i></p>	<p>3.</p> <p>Write a proposal.</p> <p><i>Expand upon your abstract and outline your approach to the project. At the direction of your chair, meet with your committee to get signed approval of your project.</i></p>	<p>4.</p> <p>Produce your work.</p> <p><i>Work in close collaboration with the chair of your masters project as you work through creating it.</i></p>	<p>5.</p> <p>Review your progress.</p> <p><i>When you reach the 60 percent to 75 percent progress level of your project, check in with your chair and other committee members to be sure you're on track.</i></p>	<p>6.</p> <p>Defend your project.</p> <p><i>Schedule a defense with your committee, submit your project two weeks prior. Be sure to apply for graduation by the university's stated deadline.*</i></p>	<p>7.</p> <p>Hand in your project.</p> <p><i>Deliver five copies of your project to the VisCom office.</i></p>
---	--	--	--	--	--	---

***Note: You must be enrolled for at least one hour (masters credit) the semester you defend.**

The proposal

Your committee will review your proposal and meet with you to share their thoughts about it. At this meeting you will be expected to discuss your proposal. The committee will either approve your proposal and give your permission to proceed, or make specific recommendations about how to alter the proposal before granting final approval. Once your proposal is approved, make copies of it for the committee members and deliver these to your chair so he or she can distribute them.

The proposal should include the following:

- An abstract, which clearly states your research question (up to 250 words).
- Details of the specific subject you intend to examine.
- Investigation methodology. This might include a general timetable and steps you plan to take to support your research.
- An explanation of how your work will improve the knowledge base of visual communication.
- Description of the intended presentation format.
- List of resources used in the development of your proposal.

Format

This project is the culmination of a program of study in visual communication and must include a significant visual component. As you plan your project you should consider what form of presentation will best communicate the information you have gathered and the knowledge you have gained through the course of your investigation. Multimedia presentations must be of publishable quality and meet the highest current standards of professional production (includ-

ing copyright permissions). Exhibition options require special review by the student's committee.

A gallery exhibition presents a unique opportunity for a student, but because of the variable of quality of gallery acceptance policies, the exhibition options requires special review by the student's committee. You must defend your plans for an exhibition to your committee two weeks before the exhibition. Sixty days in advance of the gallery opening is preferred.

If you choose to produce a professional paper, you should plan to include appropriate visuals to support your project or thesis. The paper should be of significant interest, and depth and completeness as to be accepted for publication in professional media or academic journals. Standards of citation and attribution may be found in the publication Thesis and Dissertation Guild lines for Format and Presentation available from the Scripps College of Communication. The format of the paper is defined for both electronic and printed presentation by Ohio University. Writing style should follow the Associated Press Style Book.

Your personal skills, interest and long range goals will ultimately be important considerations as you determine the presentation form. Your committee and especially your committee chair will help you make this decision.

Committee review

Once you have begun work on your project, you should have regular meetings with your committee chair to discuss your progress. It is your responsibility to schedule these meetings and maintain a steady pace of progress. Additional committee reviews are recommended at about the halfway point of completion and near the end of production. These are informal and are not considered a defense of the project.

The defense

At this meeting your project will be critically reviewed by your committee, and you will be asked to defend your work through a series of oral questions and answers. The goal of the defense is to assess you levels of accomplishment in the project and assure your work is being produced to its highest level of completeness, depth and excellence.

You must submit your completed project to your committee one month before the end of the term you intend to defend.

The faculty will have at least two weeks with the material before the defense, which will be two weeks before the end of the semester. After you defense, you will have two weeks to make any needed revisions and have sufficient time to allow for printing, binding, production, or duplication.

Publications, exhibitions :: What to turn in

Once you have successfully defended your project you may proceed to complete it in its final form. A significant element of the VisCom master's project is the final presentation of material produced. This is a visible proof of your mastery of subject and completion of our course of study. You must present to the school at least five complete sets of copies of the project, including written support.

If your final project is a gallery exhibition, you must provide the school with one complete set of archival prints that are boxed and labeled. Exhibition projects, as do all other projects, require written support, analysis, or summary all on archival material.

Deadline to complete the project

The entire masters program of study, including the project, must be completed **within six calendar years of the date you begin your program of study** determined by the university records.

For all VisCom graduate students, that start date is the first day of class in the fall semester of their first year in the program. Extensions are not automatic and are granted by the college and the graduate council. The extensions are not granted by the school. Complete information is detailed in the Graduate Catalog of Ohio University.

Your graduate committee

The committee for your masters project is made up of at least three faculty members, of your choice. The committee chair who must be a VisCom faculty member; at least one other member must be from the VisCom faculty; a third member may be from VisCom, or another school or department with graduate status. You may choose to have a fourth member of your committee, but your chair must approve this additional member before asking the person to serve on your committee.

Your committee chair is your principal collaborator and supporter through this process. It is important to choose someone who has an interest and expertise in the area of your investigation. Once your committee is formed, it is difficult and inadvisable to change the makeup of the committee.

Permissions, releases, copyright and publishing

You are required to follow university policies regarding photographing subjects—models or subject release forms may be necessary before images can be published.

Do not assume you do not need releases from your subject. When in doubt, consult with your chair and your committee. Images produced by others to be used in your project require written permission in advance of publication.

You and Ohio University own the copyright of your complete project, jointly. You retain all rights to the individual material used to produce your project.

The masters project credits must have the following statement:

This project was produced in partial fulfillment of the requirements for the Master of Arts from the School of Visual Communication in the Scripps College of Communication at Ohio University.

To insure that you are clearly doing this work under the “Fair Use” clause of the U.S. Copyright statutes, you should indicate that this work was produced for “Educational Purposes/Not for Resale.” All material used in the production of the project, that is covered by previous copyright, should be clearly listed in appropriate format.

Use of human subjects in research

If you plan to use human subjects/participants in your project, normally you must get approval from the Institutional Review Board (IRB). To date, though, documentary and journalistic reporting projects do not require IRB approval. Your committee chair will assist you in obtaining and completing the appropriate IRB forms, if necessary.