

PENNSTATE



Community & Economic Development Graduate Program

Master of Professional Studies Master's Paper: Guidelines for Students and Committees

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Contact the CEDEV Graduate Program Coordinator for more information or to answer questions you may have about the Master of Professional Studies Master's paper.

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Master of Professional Studies in Community and Economic Development: Master's Paper Guidelines

Master of Professional Studies (MPS) students in the Community and Economic Development (CEDEV) graduate program are expected to demonstrate a high level of competence in the subject matter of the program, and ability to select, organize, and apply knowledge in clearly written reports and/or to conduct applied research. Students in the CEDEV MPS program must complete a Master's paper as the final requirement for the CEDEV MPS degree. This document describes the nature of the Master's paper and the responsibilities of the student in completing the paper. A Master's paper is required in all cases, although its content and character will vary depending on the objectives of the student. The idea is for the student to identify a topic on which they want to gain additional knowledge and expertise, a professional work experience or internship, or an original project that will enable them to move an interest-area, work- or volunteer-related project toward completion. In every case, the Master's paper must be developed under the supervision of a Penn State CEDEV faculty adviser.

It is each student's responsibility to make sure that they have completed all of the requirements for the MPS in Community and Economic Development. The CEDEV Graduate Program Coordinator, Academic Adviser, and your faculty adviser can provide advice and guidance.

The following sections provide a brief description of the requirements for the Master's paper for the MPS in CEDEV. The Appendices contain more detail on the Master's paper, including guidelines for students pursuing an internship for the Master's paper, formatting guidelines, and required forms. Examples of Master's papers completed by alumni of the CEDEV MPS program are provided in the 'CEDEV club' within [ANGEL](#), Penn State's course management system.

Expectations of the Master's paper

The goals for the Master's paper are to build student professional skills, increase understanding of the field, and develop new insights into the theory and practice of community and economic development. The Master's paper in CEDEV is a planned project or paper that addresses a specific issue, task or problem in community and economic development that engages the student in applying and enhancing their education/knowledge. For those already employed or volunteering in a community and economic development-related situation, the Master's paper can be based on a specific task or work- or volunteer-related activity. Students with extensive professional work experience are encouraged to design a special project or identify a topic that allows them to build new knowledge, better understanding or new professional skills. The product is a written paper that includes a literature review, description of the work accomplished and implications of that work. The work may be an applied project in a community development setting, original research or a paper identifying information, relevant literature and developing more in-depth knowledge about an area with less emphasis on active practice or research.

Students in the MPS program do not write a thesis, the final requirement for a research degree (the MPS degree is considered a professional practice degree not a research degree). The Penn State Graduate School review and submission procedures for the Master's thesis DO NOT apply to the Master's paper.

MPS students may pursue a professional work experience or internship that provides the student with a period of supervised practical experience in community and economic development as their final professional experience for the CEDEV program. The internship is primarily a professional work experience that draws upon and provides opportunities to apply content from the coursework. We encourage students who do not have prior experience working in or volunteering with a community-development related organization to seriously consider the internship option. Because students in the CEDEV program are geographically dispersed, students tend to identify their own internship opportunities. The Master's paper written as the result of the internship will provide background information on the substantive content of the internship and evaluate the internship experience. For more information on the internship guidelines, please review Appendix B.

Table 1 compares key aspects of the internship and paper options. The rows of the table identify the major sections that would be expected in the final paper or internship report. Information on a thesis (not an option for CEDEV students) is included for comparison.

Table 1. Structure of Master’s Papers with Comparison to the Master’s Thesis

MASTER OF PROFESSIONAL STUDIES (MPS) OPTIONS			M.S. THESIS*
MASTER’S PAPER		INTERNSHIP	
<i>Original Paper to Increase Knowledge in a Particular Area</i>	<i>A Planned Project</i>	<i>A Professional Work Experience</i>	<i>Original Research</i>
Introduction			
Goals/Objectives and importance of topic (justification)	Goals/Objectives and importance of topic (justification)	Goals/Objectives and importance of topic (justification)	Problem statement , research questions to be answered and justification for the topic/questions
Literature Review			
Theories, issues, and principles used based in a review of the literature, including relevant prior empirical studies. Emphasis may be on integrating theory/concepts and empirical studies to develop new perspectives and suggest how they might be applied to existing or new problems.	Theories and principles employed and what is known about practice based on relevant literature. May have more emphasis on applied literature and practice, but it must include appropriate theory and application.	Theories, issues, and principles used/observed based in a review of the literature. Heavier emphasis on practice and applied literature is appropriate, but this must be based in appropriate theory and application of theory and concepts.	Literature review based in relevant theoretical perspectives and prior empirical research, with emphasis on empirical research and extending scientific understanding.
Methods and Processes			
Methods and analytical techniques applied. This can vary widely as some papers may be conceptual or theoretical while others may focus on evaluating practice or conducting original research.	Description of the goals and plan for achieving them. This can include data collection and data analysis and application or steps in achieving project goals/ objectives.	Description of planned activities/ work responsibilities and the plan for how they will be carried out.	Procedures/Methods for carrying out the original research to address the research questions.
Analysis, Interpretation and Results			
Results of any empirical analysis are described, or this section could describe the implications from theoretical or conceptual integration of theoretical and empirical literature.	Description and analysis of information, problems experienced, successes and description of what was learned and how problems experienced could be remedied.	Description and analysis of activities completed, did the actual experiences occur as described in the plan, and if not, why. Links of the practice experience with theory and concepts.	Presentation of the results of the analysis, including some interpretation of the findings

Conclusions and Recommendations

Observations about the implications and application of the findings and recommendations or relevance for policy and practice.	Summary of key findings and implications for practice. If appropriate, include relevance for policy and identify remaining questions.	Observations on what was learned, problems experienced substantively in accomplishing the goals of the internship and the internship experience. Implications for practice.	Conclusions of the empirical research are summarized and linked to theory and prior research. Recommendations related to future research, practice and policy.
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**[Students in CEDEV may conduct original research, but](#) the thesis option is not available to students in the MPS in CEDEV; this information is only provided for comparison.*

Summary of steps in completing the Master's paper:

1. *Start early:* Be thinking about an appropriate topic throughout your study in the MPS program. This topic should be interesting to you and extend your knowledge or experiences in an area. The earlier you identify a specific interest area, the earlier a faculty adviser for your Master's paper can be identified. When you enter the program, work with your academic adviser to develop a timeline for completing your MPS degree. Keep in mind that few students are able to complete the Master's paper in one semester.
2. *Complete the Scholarship and Research Integrity training program:* All Penn State graduate students are required to complete a two-part Scholarship and Research Integrity (SARI) training program. In addition to completing CEDEV coursework, students must complete two online training modules administered by the Collaborative Institutional Training Initiative (CITI). Instructions for completing these modules are provided in the CEDE Club in [ANGEL](#). It is recommended that students complete the CITI modules within the first year of study in the program.
3. *Register for CEDEV 597C Research Application and Practice:* Register for this course when you are ready to begin work on your Master's paper, near the end of your coursework. Within CEDEV 597C, the faculty coordinator for the course will work with you to develop the topic for your paper and to identify an appropriate CEDEV faculty member as your faculty adviser and also at least two committee members. More information about roles of the faculty adviser and committee members is provided later in this document. If you are considering an internship, begin to explore possible internship opportunities fairly early so that an appropriate internship opportunity can be identified and a plan of work and internship agreement established (reference Appendix B). For more information about CEDEV 597C and CEDEV 596 Individual Studies, please reference Appendix D.
4. *Work with your faculty adviser:* Your faculty adviser will work with you to provide advice and guidance as you complete the various sections of the Master's paper. As indicated in Table 1, each Master's paper must include an introduction, review of relevant literature, description of what was done, the findings, and a final section that covers recommendations and relevance of the work for policy and/or practice. Additionally, if committee members were not identified for you during CEDEV 597C, your faculty adviser

will help you identify two additional faculty to serve on your committee. The majority of your committee must be CEDEV faculty.

The semester you plan to graduate:

1. *Verify that you have completed all other degree requirements:* Contact your academic adviser to verify that you have completed all other degree requirements, including the SARI program, all required courses (minimum of 30 total credits), and a cumulative grade point average (GPA) of 3.0 or better. Also, graduate degrees must be completed within 8 years of your first semester enrolled in the graduate program.

2. *File your intent to graduate:* Once you have verified that you are eligible to graduate in the current semester, file your “Intent to Graduate”. By filing your intent to graduate for a given semester, this places you on the graduation list for that semester. If you fail to meet the deadlines and requirements for graduation, including the deadline to defend or submission of the final version of your paper, your name will be removed from the graduation list. If you do not graduate, the intent to graduate does not carry over to the next semester. You will need to file your intent to graduate again in the semester you plan to graduate.

To file your intent, log into your Penn State eLion account at <http://elion.psu.edu> and select the “Graduating this Semester” function. Students must file an intent to graduate each semester they intend to graduate and must do so within the filing period. To view the “Intent to Graduate” filing period for each academic semester, visit the Registrar’s website at http://www.registrar.psu.edu/academic_calendar/calendar_index.cfm and select the applicable semester.

3. *Schedule your oral defense:* Work with your faculty adviser to schedule an oral defense for your Master’s paper. This occurs after the adviser has determined the paper is ready to be defended. **The defense must be held by the date for Penn State students to submit their final theses or dissertations to the Graduate School, according to the Penn State Graduate School Calendar available at <http://www.gradsch.psu.edu/calendar/gradcat.html>.** The defense meeting takes from 60 to 90 minutes and includes a 10-15 minute presentation of the paper by the student followed by questions and discussion with the committee. The student may conduct the defense in-person, teleconference, videoconferencing, or other electronic means.

4. *Actions for the Graduate School Commencement Ceremony:* If you will be attending the Graduate School’s Commencement Ceremony at the University Park campus of Penn State (we highly recommend attending), you must reserve a seat. To reserve a seat, please visit the Penn State Commencement website at <http://commencement.psu.edu/gradinst.html>. After you have reserved a seat, order the necessary academic dress. This can be rented. More information is available at <http://commencement.psu.edu/gradinst.html>. If you do plan to attend the Graduate School Ceremony in person, please be sure to register to participate in the World Campus Graduation celebration.

5. *Submit the final version of the Master’s paper:* After you have revised your paper based on the recommendations provided by your adviser and committee during the defense, **please submit the final version of your Master’s paper along with the Master’s Paper Approval Page and Consent Agreement (if you wish to share your paper via the CEDEV club and/or**

Penn State library) to the CEDEV Administrative Coordinator by the last day of classes per the Registrar's Academic Calendar. This calendar is available at http://www.registrar.psu.edu/academic_calendar/calendar_index.cfm. The program will obtain the necessary signatures for the approval page and will provide a signed, completed copy to you for your records.

Appendix A. CEDEV MPS Master's Paper: Additional Information

Student Responsibilities

The Master's paper should be viewed as an opportunity to make a contribution to your professional field while in the CEDEV graduate program. It is important to remember that the final responsibility for completing the paper rests with the **graduate student**. In addition students are required to:

- Complete a paper plan and have it approved by the faculty adviser. The adviser may also require that approval be obtained from the full Master's committee.
- Perform the work associated with carrying out the paper plan.
- Ensure that all sources used in the paper are properly cited and referenced.
- Remain in contact with the faculty adviser as the plan develops to clarify any uncertainties or to discuss adjustments to the proposed plan.
- Allow two weeks for your adviser to read drafts of your paper and return comments to you.
- Complete the final version of your paper, make revisions as suggested by the faculty adviser and committee and request the defense meeting.
- Organize your time to allow a minimum of two weeks for the committee to read the Master's paper prior to the defense.

Make final revisions to the paper so that it can be submitted to the Program by the semester deadline.

Selecting a Faculty Adviser and Committee Members

Identifying a faculty adviser to work with you on developing your Master's paper or internship experience is an important step in this process. As you take courses, identify issues or topics that you find most interesting and want to learn more about, or those where you feel your community might benefit most from increased knowledge and expertise. While participating in CEEV 597C Research Application and Practice, the course instructor or CEDEV Graduate Program Coordinator will assist in identifying faculty in the Community and Economic Development Graduate Program who share those interests. You can learn about faculty interests from their webpages at <http://aese.psu.edu/graduateprograms/cedev/faculty>, although these short descriptions usually do not cover every area in which a faculty member has interests or would be willing to supervise a student. You also can communicate with faculty who are teaching your CEDEV classes about your possible topic and ask for their insight or suggestions on the topic and on faculty who they may know are working in that area. The CEDEV Graduate Program Coordinator also can assist you, at any time, in considering topics for the Master's paper and identifying possible faculty advisers.

Students in the MPS program are required to have a committee. The committee is made up of at least three faculty members, the adviser, who must be CEDEV faculty, is one of these. Two total committee members must be on the Community and Economic Development faculty.

The third member of the committee may be a faculty member from outside of the CEDEV program. This person may bring expertise of a particular nature to the project. Ideally, the committee is established as you BEGIN the Master's paper so that all committee members have the opportunity to provide input to the planned work. Work with your faculty adviser and/or the CEDEV Graduate Program Coordinator to identify appropriate members for your committee.

Faculty Adviser Responsibilities

The faculty adviser assures the academic integrity of the Master's paper and helps the student to apply theoretical and practical concepts to solve problems in the field. The role of the academic adviser is to:

- Assist the student in developing a paper proposal or plan.
- Work with the student to set timetables, and to provide advice and assist the student with resolving problems/issues related to the paper.
- Assist the student with identifying committee members.
- Assist with identifying appropriate literature, as necessary.
- Monitor student progress and that the plan will meet program requirements for the paper.
- Advise the student concerning the Master's paper content and format/guidelines and expectations.
- Help the student to apply the theories and concepts and or prior practice of community & economic development towards their paper experience.
- Provide substantive and editorial comments on written drafts of the paper, ideally within two weeks of the student having submitted the work.
- Advise the student on preparation for the defense meeting.
- Communicate with the committee members about the paper, work with the student to organize committee meetings, and ensure all committee members are satisfied with the final product.
- Chair the defense meeting.
- Provide final approval of the Master's paper.

The Master's paper should be prepared as described in Appendix E "Master's Paper Formatting Guidelines". A Master's paper for the MPS is not submitted to the Graduate School for review or for final submission. The final version of the Master's paper is submitted to the CEDEV Graduate Program.

Appendix B. CEDEV MPS Master's Paper: Internship Option

The internship option provides the Master's student with professional work experience in a relevant organizational setting in the area of Community and Economic Development. The organization can be public, non-profit or private as long as the mission of the organization is to pursue a specific community development goal at the local, state or federal level. These goals can be broadly defined. In the past, students have completed internships focused on evaluating an entrepreneurship program and conducting a needs assessment/evaluation of a food pantry serving a mixed Hispanic and Caucasian population; developing educational materials on affordable housing and land trusts; and writing an economic development plan for an American Indian reservation. The internship is an opportunity for students to examine and apply the theories, concepts, skills and subject-matter knowledge developed in their academic program in a professional practice setting.

The purpose of this internship experience is to:

- Help develop the student's awareness of the organizational dynamics and the values and attitudes of employees/professionals to both their clientele and their superiors.
- Gain experience in a professional work setting to develop skills in work-place personal communication, working with a supervisor and self-direction.
- Expand the student's knowledge and practice skills in economic and social analysis, and writing or speaking about those topics.
- Further develop and practice leadership skills and gain experience in community development-related processes.
- Allow the student to observe and apply concepts and techniques learned in the classroom to situations in the field.
- Prepare a professional report or paper that communicates the lessons learned to faculty, students, and colleagues in the field.

Interns will be exposed as much as possible to the professional analysis and application of the practice of community and economic development, and will perform minimal non-professional or general office tasks only as necessary. However, all work settings require the completion of all kinds of tasks as essential elements of the position. Examples of suitable work assignments for CEDEV interns would be:

- Program assistant or analyst in a human services organization.
- Special projects coordinator or assistant in an industrial development corporation.
- Planning assistant with a county-wide planning agency.
- Project assistant in 'greening' initiatives with local government or in industry
- Project coordinator with non-profit watershed or environmental organization
- Any assignment where knowledge and skills from the CEDEV program will be applied

A CEDEV faculty adviser will work with an intern and their sponsor at the Internship site to ensure that the internship experience is mutually beneficial to the student and the sponsoring organization. The adviser and CEDEV program staff will work with the intern and the sponsoring organization to address any difficulties that may arise in the course of an internship.

Eligibility

Interns must be actively enrolled in the CEDEV Master's program and must have completed all five of the core curriculum classes, and will typically have completed all course requirements for the degree. Students must complete an internship agreement that is reviewed and agreed upon by the student, their academic adviser, and the internship (at the work-site) supervisor. The agreement includes a statement of the goals and learning objectives for the student, a list of the outcomes from the internship, and a statement of the expected duration of the internship experience at the work-site. Responsibilities of each party in the agreement, the student, the worksite supervisor and the faculty adviser are described. Students are expected to write a paper describing the internship experiences planned, actually executed, a review of relevant literature and what they learned about working in organizations and/or with clientele.

Duration and Timing

An internship should roughly follow the regular academic calendar. Internships can be full-time and last between 12 and 16 weeks, or they can be part-time depending on the student's other responsibilities. The length of the internship and the hours worked or expectations for output are negotiated between the student, internship supervisor and faculty adviser.

Student Internship Responsibilities

For the internship to be successful, each student must be an active participant in the process. The final responsibility rests with the graduate intern—not the host organization. Academic and work site requirements are specific responsibilities that the student must satisfy in order to receive academic credit for the internship option. If the host organization expresses dissatisfaction with the student's work, it may be necessary for the student to complete some alternate option in order to complete their degree. At a minimum, interns are expected to meet all the requirements established by the faculty adviser and to work to the best of his/her abilities. Interns are expected to work professionally. The internship should be treated as a professional employment situation.

Specifically, interns are required to:

- Develop a "Letter of Agreement" in collaboration with the proposed work-site supervisor and academic adviser that specifies the goals, duties, and expectations of the intern.
- Perform internship duties in accordance with the Letter of Agreement.
- Keep a Journal of internship activities that includes reflection on the activities and on the work setting, experience and interpersonal communication and organizational structure. The journal is to be shared with the academic adviser.

- Inform the faculty adviser and/or worksite supervisor of any difficulties encountered in the internship experience. The faculty adviser should be viewed as a resource for the intern, and will be available to provide advice about substantive and workplace issues.
- Make sure the work-site supervisor is aware of the evaluation that must be completed and mailed at the end of the Internship.
- Schedule an appointment with the work-site supervisor to receive a professional review at the conclusion of the internship.
- Write the paper based on the internship experience.

Faculty Adviser Responsibilities

The academic adviser is responsible for guaranteeing the appropriateness and academic integrity of the internship. Advisers should help their student in making the intellectual and practical connections between classroom concepts and work in the field. The role of the faculty adviser is to:

- Assist the graduate student in developing an internship agreement.
- Work with the student to set timetables, and to advise and assist the student with resolving problems/issues with concepts or practice or with the work-site supervisor.
- Monitor student progress and the quality of the internship experience, and may work with work-site supervisor to resolve issues related to the internship.
- Advise students concerning the final report content and format/guidelines and expectations. If the internship host is expecting the intern to write report or other product (presentation) from the internship, the adviser can provide guidance to the student in preparing these materials.

Help students to understand how the theories and concepts of Community and Economic Development can be applied in their internship experience.

Agency/ Work-site Supervisor

Work-site supervisors should be professionals who have an interest in serving as mentors to the intern. They make an important commitment to the development of the student as an emerging professional. They provide guidance and coordinate the intern's experience in a supportive and professionally stimulating work environment. The role of the work-site supervisor is similar to that of supervisor to employee, but with the emphasis that a strong educational focus characterizes the internship experience.

The agency/work-site supervisor's responsibilities include:

- Designate a supervisor responsible for the intern's development, work progress, and evaluation.
- Meet regularly with the intern to discuss responsibilities, answer questions and provide guidance
- Evaluate the intern's experience, discuss the management of the organization, and reflect on personal development fostered by the experience.

- Notify the academic adviser of any problems or issues with the intern's work or personal communication in the worksite.

Developing the Master's paper based on the Internship

Upon completion of the internship, the sponsors will submit an exit evaluation and send it directly to the CEDEV academic adviser. Interns will write a final paper that summarizes the organization and objectives of the internship, a review of relevant literature, the accomplishments of the internship, as well as an evaluation of the internship experience and what the intern learned about the work setting and work experience. These evaluations will assist the program in selecting and planning future internship experiences. It is critical that both the student intern and the sponsoring organization are satisfied with the internship experience. Exit evaluations will also be useful in helping future students to select where they might want to pursue an internship experience.

The paper must go beyond a mere description of the work experience. It must offer factual-based conclusions and evaluate the substance and process of the internship assignment. Although there is a final report format, variations are taken into account with approval from the student's faculty adviser. The final written report should focus on analyzing and evaluating the internship experience in terms of the theoretical principles, methods, and techniques learned in the Master's program, as well as other literature and materials related specifically to the internship project and experience. It can include an explanation of how "real life" experiences differed from those studied in class, and it should use specific examples of how the intern learned to negotiate new skills and interact with staff and clientele in the host organization. A typical report might explain how the intern and other staff interpreted complex policy issues, made formal recommendations, and demonstrate how the student was able to develop new professional skills in the workplace. The student has the opportunity to evaluate his/her experience, discuss the management of the organization, and reflect on problems experienced and personal development fostered by this experience.

The paper should have emphasis and topics adjusted to reflect the nature of an Internship (see Table 1). Papers are submitted to the faculty adviser and to the CEDEV Graduate Program. An internship may include a final defense meeting where the faculty adviser (and committee if one was established) discusses the internship with the student. This would follow the format established for the defense of the Master's paper.

Oral Examination and Approval of the Master's Paper

The internship adviser and committee will review the final draft of the internship report prior to scheduling an oral examination. The candidate will present and defend the report in an oral examination at a time and place scheduled on mutual agreement. The candidate may attend in person or by phone or electronic means (Adobe Connect, Skype, etc.). Assistance in setting up the meeting can be requested from the CEDEV Administrative Coordinator. The report must be approved and signed by the committee prior to review and approval by the Program Coordinator or the Department Head.

Appendix C. CEDEV MPS Master’s Paper: Internship Option, Internship Agreement

The Pennsylvania State University
Community and Economic Development Graduate Program

Internship - Agreement

_____ (student) has completed the prerequisite courses and credit requirements to enroll in the internship option of the Master’s paper for the MPS degree in CEDEV.

Faculty Adviser’s Signature: _____ Date: _____

1. Provide a brief description of Internship/Project/Paper plan including Goals, Duties, and Expectations (attach additional pages as appropriate):

2. I, _____ (student), recognize that I have an obligation to accept and complete all assignments in conjunction with the internship/project/paper described in the attached proposal. I also realize that I am responsible for the preparation of a final paper or report as part of this option. Furthermore, I agree to the dates and tasks as explained. (Attach a description of the work/project to be performed and timetable for completion.)

3. I, _____ (work-site internship supervisor), recognize that I have an obligation to guide and instruct the intern toward completion of the assignments described in the attached proposal and timetable. I am willing to comment on and evaluate the student’s performance in the internship and to comment on the final paper or report as required above. (Leave this blank for the project/paper option, unless the project is being carried out in cooperation with a community or government organization or agency).

4. I, _____ (faculty adviser), agree to provide guidance and advice to the student, and that satisfactory completion of the above will meet the internship/project/paper requirements of the program.

Appendix D. Course Descriptions of CEDEV 597C and 596

(Effective Fall 2012)

CEDEV 597C Research Application & Practice (will be replaced with CEDEV 580 once this course is approved by the Graduate School)

Beginning in the fall 2012 semester, CEDEV 597C Research Application & Practice (temporary number and title) will be a required course for students in the Master of Professional Studies (MPS) degree program in Community and Economic Development. **MPS students that have already completed CEDEV 596 Individual Studies for any number of credits will not be required to complete CEDEV 597C. If you are currently registered for CEDEV 596 Individual Studies for the fall semester, and it is your first time participating in CEDEV 596, we will transfer you to CEDEV 597C for the fall semester.**

CEDEV 597C, offered for 3 credits, provides formal instruction to assist students in developing the Master's paper, the capstone requirement of the MPS degree. Within CEDEV 597C, there are activities and assignments listed in each module with a suggested timeline for completion. Students do tend to move through the course at different speeds. Most often this is determined by whether or not students have an idea for their Master's paper coming into the course. Students are provided a grade for their work in CEDEV 597C.

Students are encouraged to schedule for CEDEV 597C at least a year prior to their planned graduation so that they can identify a topic and adviser/committee and begin to make progress on their Master's paper. The Master's paper is finished and defended after the student has completed their MPS coursework. It is the final requirement for graduation. A Master's paper is required in all cases, although its content and character will vary depending on the objectives of the student.

In CEDEV 597C, students will focus on developing the topic and outline and begin working on the literature review for their paper. In general, it is during this course that the instructor assists the student in identifying an adviser and two committee members. A Master's paper adviser is sought after the student has identified a topic and written a clear description of the topic and why it is important. This statement is shared with possible advisers and committee members.

Once students have completed CEDEV 597C, they can register for CEDEV 596 if they need additional credits to work on the Master's paper. MPS students rarely are able to complete the Master's paper in one semester. Students do not need to be registered for credit in the semester they intend to graduate.

CEDEV 596 Individual Studies

CEDEV 596 Individual Studies is designed for graduate students in the Master of Professional Studies (MPS) in Community and Economic Development (CEDEV) to continue development and work of their Master's paper, the capstone requirement of the MPS degree. Master's students can register for the course for one through six credits. Students rarely are able to complete the Master's paper in one semester, therefore, CEDEV 596 allows students to earn credits to continue work on the paper. Enrollment in CEDEV 596 allows students to continue work on their Master's paper and provides access to Penn State resources, including the Libraries and Office of Research Protections. The Master's paper is finished and defended after the student has completed their MPS coursework. It is the final requirement for graduation.

The content of CEDEV 596 is the same content of CEDEV 597C so that you have access to these resources for continued development of your Master's paper. All students, regardless of the number of credits taken, are expected to make satisfactory progress on their papers during the semesters they are registered in CEDEV 596. Students are encouraged to join in the discussion forums in CEDEV 596 to share their experiences of their papers with the fellow students. But, the student will be working primarily with their Master's paper adviser to complete their paper.

Students are provided a notation of "S" (indicating "Satisfactory") or "U" (indicating unsatisfactory) on their transcripts for their work in CEDEV 596 in lieu of a grade. This symbol indicates that the student has devoted a satisfactory amount of time and effort to the work. This does not affect the grade point average but the credits with an "S" do count toward the degree.

Appendix E. Master's Paper Formatting Guidelines

The Pennsylvania State University
Community and Economic Development Graduate Program

Formatting Guidelines for the CEDEV MPS Master's Paper

(Based on the guidelines provided by the Thesis Office of the Graduate School, The Pennsylvania State University)

INTRODUCTION

The primary purpose of a master's paper is to train the student in the processes of scholarly writing, critical analysis and applied research under the direction of members of the Graduate Faculty. After the student has graduated and the work is published, it serves as a contribution to human knowledge, useful to other scholars and practitioners and perhaps even to a more general audience.

The formatting guidelines here use the format standards that theses and dissertations must meet before receiving final approval as fulfillment of graduate requirements for Penn State's Graduate School. Some of these requirements are purely technical; others have been established to ensure that certain vital information is presented in an orderly, uniform manner.

The general term "paper" is used throughout this description. The paper should be written in clear, grammatically correct English, with words spelled and divided correctly and punctuation standard and appropriate.

Responsibility for the Paper

The author is responsible for meeting all of the requirements. Master's papers are not reviewed by the Thesis Office. The final approved MPS paper must be submitted to the CEDEV Graduate Program by the required deadline each semester.

TECHNICAL REQUIREMENTS

Type Specifications

Most important in preparing a professional paper is consistency of format, accuracy, and adherence to the specific instructions given. Text should be double- or one-and-a-half-spaced. Use a **standard typeface of 11- or 12-point size**. If you wish, you may use larger size type for the title of the paper and for chapter headings, as long as it is not larger than 18-point. Boldface type may also be used on the title page and for headings, as well as in the text, for special symbols or for emphasis.

Reduced **type may be used within tables, figures, and appendices, but, it should be at least 9-point in size** and must be completely legible.

Begin each chapter on a new page. Do the same with each element of the front matter (list of tables, acknowledgments, etc.), the reference section, and each appendix. Try to avoid typing a heading near the bottom of a page unless there is room for at least two lines of text following the heading. Instead, you should simply leave a little extra space on that page and begin the heading on the next page.

Margins

A .75" or 1" margin on all sides is acceptable, but keep in mind that a wider left margin (e.g., 1.5") may be more appropriate for binding purposes, if you wish to bind your paper.

Page Numbers

Every page in the document, including those with tables and figures, must be counted. Use lower case Roman numerals for the front matter and Arabic numbers for the text. The text (or body) of the paper or project report must begin on page 1. The title page does not show a page number, although it is actually page i. The committee page is page ii, and the Abstract begins page iii.

Page numbers may be placed in the upper right-hand corner, lower right-hand corner, or centered at the top or bottom of the page. Page numbers should not be placed on the left side of the page. Allow a reasonable distance between the page number and any text; in no instance may the page number overlap the text.

Documentation of Sources in the Text

Source citations are required in the text whenever you use a direct quotation, paraphrase another author's words, or include specific information that is not common knowledge (and is not the result of your own research reported in the paper). Use the system of citation with parenthetical author-date-page documentation in the text and the full citation in the reference list immediately following the paper text. References in the text must correspond exactly to the listing of sources at the end of the paper. Be certain that all items are included in the bibliography or reference list, authors' names are spelled consistently and correctly, and dates are the same in both the text and the reference list.

Front Matter

The term "front matter" refers to all the pages in front of the main text of the paper. Front matter pages are numbered with lower case Roman numerals. These pages are:

- title page (unnumbered)
- committee page (page ii)
- abstract (begins on page iii)
- table of contents
- lists of figures, abbreviations, maps, tables or multimedia items (each a separate list)
- preface (optional)
- acknowledgments (optional)
- epigraph, frontispiece, or dedication (optional; do not include in Table of Contents)

The abstract is required in all papers and begins on page iii. The table of contents is also required. An introduction may be chapter 1 or it may precede chapter 1, but it must be numbered as part of the text, not as part of the front matter.

- *Title Page*

The title page must appear exactly as shown in the example. Use your legal name as it appears on your student record in the Registrar's Office. Your name must appear in exactly the same form each time it is used in the paper. On the copyright line, use the word "Copyright" or the symbol © (not both), followed by the year and your name. (Note: You own the copyright on your work whether you choose to include this notice or not.) On the date line, indicate the month and year of degree conferral. Degrees are conferred only in May, August, and December.

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The official copy of the Master's paper does not contain signatures of committee members. A signed approval page is retained by the CEDEV Graduate Program. The signatures on the approval page indicate that the paper is approved as a complete and final work requiring no further alteration. The final copy of the paper or project report must include a committee page that lists the names and titles of those faculty members who have approved the work (see example in E). The names on this page must match exactly those on the approval page. The committee page is page ii and appears immediately before the Abstract. In addition to the committee members and adviser, the approval page must be signed by either the department head or program chair of the student's major program. A minimum of three signatures is required for a Master's paper, including the paper adviser. The department head or program chair signs separately, but either may also sign as a committee member or adviser. The adviser must be designated. Be sure that all signatories are identified by their correct professorial titles.

- *Abstract*

Every paper or project report must contain an abstract. An abstract is a concise summary of the work, intended to inform prospective readers about its content. It usually includes a brief description of the issue or question, the procedures or methods, and the results or conclusions. An abstract should not include internal headings, parenthetical citations of items listed in the reference section, diagrams, or other illustrations. The abstract follows the committee page and has the heading "ABSTRACT" at the top. It always begins on page iii. Please limit the abstract to 350 words or less.

- *Table of Contents*

The table of contents is essentially a topic outline of the paper. It is compiled by listing the headings in the paper. You may choose to include first-level headings, first- and second-levels, or all levels. Keep in mind that there usually is no index in a paper, and thus a fairly detailed table of contents can serve as a useful guide for the reader. The table of contents must appear immediately after the abstract and should not list the abstract, the table of contents itself, the frontispiece, or the epigraph. It should include everything else that appears after the table of contents, including the list of figures, list of tables, etc. (See example below.)

Be sure that the headings listed in the table of contents match word-for-word the headings in the text. Double check to be sure that correct page numbers are shown. In

listing appendices, indicate the title of each appendix. If using display pages, the number of the display page should appear in the table of contents.

- *List of Tables, List of Figures, etc.*

Include a list of figures (illustrations) and a list of tables if you have one or more items in these categories. Include the caption and page number of every figure and table in the paper. Also include lists for abbreviations, nomenclature, maps, etc.

- *Acknowledgments*

An acknowledgments page is required only if the author has received permission to use copyrighted material or must acknowledge grant sources. Otherwise, it is optional. If included, it is used to express the author's professional and personal indebtedness.

Back Matter

The back matter (or end matter) of the paper may include some or all of the following items:

—references

—appendices (placed after references)

—endnotes or notes (if any, they may be in back matter or at the end of each chapter)

- *References*

A paper must include a reference section listing all works which are referred to in the text, and in some cases other works also consulted in the course of research and writing. This section should precede the appendices (if any).

The forms used for listing sources in the bibliography/reference section are detailed and complicated, and they vary considerably among academic disciplines. For this reason, you will need to follow a scholarly style manual in your field or perhaps a recent issue of a leading journal as a guide in compiling this section of the paper.

- *Appendices*

Material that is pertinent but is somewhat tangential or very detailed (raw data, procedural explanations, etc.) may be placed in an appendix. Appendices should be designated A, B, C (not 1, 2, 3 or I, II, III). If there is only one appendix, call it simply Appendix, not Appendix A. Titles of appendices must be listed in the table of contents. Appendix pages must be numbered consecutively with the text of the paper (do not number the pages A-1, A-2, etc.).

- *Tables and Figures*

A table is a columnar arrangement of information, often numbers, organized to save space and convey relationships at a glance. A figure is a graphic illustration such as a chart, graph, diagram, map, or photograph.

- *Captions and Numbering*

Each table and each figure in the text must have a number and caption. Number them consecutively throughout, beginning with 1, or by chapter using a decimal system, e.g., Table 3.1 for the first table in Chapter 3.

- *Placement of Tables and Figures*

It is best to place a table or figure immediately after the first mention of it in the text—on the same page if there is room, or on the following page. Placement of table and figure titles must be consistent throughout the document. Tables or figures of peripheral importance to the text may be placed in an appendix. **Tables and figures must be referred to in the text by number, not by a phrase such as “the following table.”**

- *Sources*

If a figure or table is taken from another source, indicate the source at the bottom, either at the end of the caption or in a note beginning “Source:...” Source notes are not numbered, even if there are 6 other numbered notes. If a figure or table is copied from its source, be sure it is large enough to be readable.

- *Oversized Materials*

If you are having trouble fitting a table or figure within the margins, even after relaxing each margin by .25 inch, consult the following options and select the method you prefer.

- **Landscape Pages:** Place a table or figure sideways (landscape style) on the page by rotating it 90 degrees counterclockwise from its normal position. Rotate the caption or heading also, so that all parts can be conveniently read together. The page number may be rotated with the figure if the author chooses.
- **Reduced Type Size:** Reduce the font size of the table or figure. The size should be no smaller than 9-point.

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APPENDIX F. Sample Title, Committee Pages, and Table of Contents

The Pennsylvania State University

The Graduate School

College of Agricultural Sciences

**TITLE OF THE MPS PROJECT REPORT OR PAPER HERE
MORE TEXT HERE IF TITLE RUNS TO SECOND LINE**

A Professional Paper in
Community and Economic Development

by

John J. Doe

© 2012 John J. Doe

Submitted in Partial Fulfillment
of the Requirements
for the Degree of Master of Professional Studies in Community and Economic Development

Month Year (of degree conferral)

SAMPLE OF TABLE OF CONTENTS

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Master's Paper Approval Page

The Pennsylvania State University
Department of Agricultural Economics, Sociology, and Education
Community and Economic Development Graduate Program

Student Full Name: _____

Penn State ID #: _____

Email Address(es): _____

I hereby certify that, if appropriate, I have obtained the necessary permission for copyrighted material included in my Master's paper.

Student Signature

Date of Signature

FACULTY APPROVAL

(A minimum of three signatures required, including Dept. Head or Chair of Graduate Program.)

We ***accept and approve*** the Master's paper of the student named.

Faculty Adviser

Signature _____ Date _____

Print name _____

Committee Members

Signature _____ Date _____

Print name _____

Signature _____ Date _____

Print name _____

Department Head or Chair of Graduate Program

Signature _____ Date _____

Print name _____

Original, approved form must be returned to the

**CEDEV Graduate Program Office, 305 Armsby Building, University Park, PA, 16802.
Contact CEDEV Administrative Coordinator at (814) 863-5884 for more information.**

Master's Paper Consent Agreement

The Pennsylvania State University
Department of Agricultural Economics, Sociology, and Education
Community and Economic Development Graduate Program

Master's Paper Consent Agreement

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Student Full Name: _____

Penn State ID: _____

Email Address(es): _____

I acknowledge reading this statement and agree to the terms above.

Student Signature

Date of Signature