

XE: Experimental Humanities & Social Engagement

MASTER'S PROJECT PROPOSAL FORM

XE Student's Name: _____

ID#: N _____ Email: _____

Your XE Faculty Advisor: _____

Master's Project Advisor's Name: _____

Department and School: _____

Email: _____

Title of proposed Master's Project: _____

Semester to be completed (e.g. Fall 2020): _____

Description or abstract of proposed Master's Project:

Please **attach** a 300-500 word overview of your project, detailing its design and structure, its goals, and the methods you will use in realizing it.

Proposal approvals:

1. Master's Project Advisor's Signature*: _____ Date: _____

*By signing this form as a Master's Project Advisor, you are agreeing to the following:

- Work with the student to develop a timeline for completion, in which you meet regularly to offer feedback on their project.
- Approve the final Master's Project (or not) upon its completion.
- Provide a minimum of one paragraph (approximately 300 words) of feedback, after reading the final version of the project, which will subsequently be shared with the student.

2. XE Director or Associate Director's Signature: _____ Date: _____

DEADLINES

Intended Graduation Month	Proposal Form due	Master's Project due
January	August 16*	December 16*
May	December 16*	May 1*
September	May 1*	August 16*

*Or the next day on which the XE office is open, should these dates fall on a weekend or holiday.

FOR MORE INFORMATION, SEE THE MASTER'S PROJECT GUIDELINES, BELOW.

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The Master's Project

The Master's Project is the culmination of your education at XE, and it should accordingly represent your strongest scholarly, critical, and/or creative effort to date. The Master's Project may be a revision of a paper or project you have done for a class, or an entirely new undertaking, but it should be a piece of substantial research or creative composition on a topic with potential to advance knowledge in a field of your choosing.

Requirements, Expectations, and Standards

The Master's Project can take the form of *either*:

~an academic research paper

OR

~a creative project, with accompanying scholarly introduction.

Academic research papers must be a minimum of 8,500 words in length, not including the mandatory abstract, footnotes, and bibliography.

Among examples of creative projects are: a collection of essays, short stories or poems, a novella, a film, a photographic portfolio, a graphic novel, a musical composition, a website, a curriculum, etc. The creative component of the Master's Project must be accompanied by a formal 2,500-word scholarly introduction that discusses the project within any intellectual, historical, or aesthetic contexts that will help to situate it for an academic audience. This paper is not intended to be a personal, anecdotal reflection; rather, it must critically engage with the key discourses, issues, ideas, and texts that the student researched in the course of creating the work. Finally, it must be accompanied by a substantial bibliography.

Each completed Master's Project will be read and commented on by two people: the Master's Project Advisor (MPA), and a Second Reader—normally a member of the XE faculty, appointed to that role by the Director of XE.

The assessment of each XE Master's Project is keyed to the project's unique research ambitions and intellectual stakes, as agreed upon by the student and the Master's Project Advisor. Within that frame, assessment of each academic research paper will reflect readers' view of how it does the following:

- makes a compelling and innovative claim.
- situates its central claim in relation to other scholarship and engages with other interpretations and claims.

- defines its key terms and explains the methods of the project.
- supports its claim through description, analysis, and interpretation of a well-chosen group of examples.
- draws from a sufficient number of relevant, reputable, and up-to-date sources.
- is logically argued and organized; has a discernible structure and effective transitions.
- is written in prose that is clear, precise, and grammatically correct.
- observes accepted academic norms of formatting and citation, using either MLA, Chicago, or APA style.

Application and Registration Process

The Master’s Project is completed within the context of a **required** one-credit course entitled “Master’s Project,” taken in the final semester of your period of matriculation.

A completed and approved [Master’s Project Proposal Form](#) is required for students to enroll in the Master’s Project course.

This form requires two signatures, in the following order:

1. Master’s Project Advisor (MPA); by signing the completed [Master’s Project Proposal Form](#), the Master’s Project Advisor agrees to work with you to devise and implement a plan of research and writing, to provide regular feedback on your work, and to provide XE with written comments (“First Reader’s Report”) once the project is complete.
2. XE Director or Associate Director.

The form is due in the semester preceding the one in which you want to graduate, according to the following schedule of deadlines:

Intended Month of Graduation Term	Abstract Submission	Master’s Project Submission
January	August 16*	December 16*
May	December 16*	May 1*
September	May 1*	August 16*

*Or the next day on which the XE office is open, should these dates fall on a weekend or holiday.

Work Process

The Master’s Project is prepared and produced under the supervision of an NYU full-time faculty member who has agreed to work with you in this capacity, and is referred to as your **Master’s Project Advisor (MPA)**. (Adjunct faculty do not normally supervise MA projects, but approval from the Director may be sought in exceptional cases.) XE encourages students to cast widely to find the right advisor, normally from among professors with whom they have already

taken a course in their first year. Being proactive about taking courses with potential advisors in the first year is one key step in this process.

First, identify a full-time professor at NYU who is appropriate for your proposed Master's Project, and approach them to ask whether they are available to serve as your advisor. If you are unsure whom to approach, please consult with the Director, who may point you to faculty who might be a good fit for your project. The Advisory Board might also be a good resource to navigate programs across the university.

Next, in conversation with your advisor, create a plan to complete the project. Your Master's Project Advisor will closely supervise your work. You should plan to meet with your advisor regularly to identify a focused topic, develop a bibliography, and write an abstract. Once your MPA is ready to approve your proposal, fill out the appropriate form, get your MPA's signature, and submit it to XE.

Students working on approved Master's Projects are **strongly encouraged** to enroll in the 2-point "Master's Project Workshop" (pass/fail only) which meets every two weeks and functions as a supportive intellectual community, brainstorming selected aspects of each member's project and process. While the workshop is not a required course, students are strongly encouraged to enroll in it. Students who have already completed 32 points are also encouraged and invited to audit the course. *For all students who join the course, attendance at all sessions is mandatory.*

Completion and Submission of the Master's Project

The final Master's Project must be submitted in **one digital copy** and **two hard copies**.

Students completing creative projects that cannot be delivered in a digital or paper-based hard copy form (i.e. three-dimensional art works, performances, interactive web sites) must discuss and receive approval for final deliverables from their Master's Project Advisor. They are also required to attach to their Scholarly Introduction a 250-500-word **description** of their creative project. In the case of websites and other digital resources, relevant links should be included along with this one-page description.

One hard copy—which must have a title page prepared according to the format set out below—will be deposited permanently with the student's records in the XE Program office; the other will be returned to the student with comments from the first and second readers. The Master's Project is read and graded (pass/fail) by the Master's Project Advisor and a Second Reader, usually an XE faculty member, assigned by XE.

Students are strongly encouraged (but not required) to share their research in the form of a short public presentation in the XE Master's Symposium, held every May.

Process for Completing the Master's Project

For most projects, the final submission includes

- a) two hard copies of any manuscript-portions
- b) PDF copy emailed to xe@nyu.edu
- c) signed cover page ([sample here](#))
- d) abstract
- e) filled out, and signed [reader sheet](#)
- f) blank [reader sheet](#)
- g) [student exit questionnaire](#)

Please see the "Forms" page under the "Resources" tab on the program web site for updated copies of all required documents.

Formatting Guidelines for Written Portions of Master's Project

- The cover page must include the title, your name, and your student ID number; your Master Project Advisor's name and a space for their approval signature; the month and year the degree will be conferred (not the month in which the project is submitted); and the statement: "A Master's Project in XE: Experimental Humanities & Social Engagement, in partial fulfillment of the requirements for the degree of Master of Arts at New York University" (a sample cover page can be found [here](#))
- All sources for quotations and paraphrases must be documented. You must use one of the standard citation styles (MLA, Chicago, APA) and consistently follow a single style throughout the project.
- The hard copies of your written portion should be printed or typewritten on standard paper.
- We prefer unbound texts -- a simple binder clip is sufficient. If you decide to bind your project, please make sure that your original, signed cover page is unbound.

Human Subjects

Projects involving interviews, surveys, or other research on human subjects often require prior approval. Because approval can take time, you should begin the application process as early as possible. Further information is available at <http://www.nyu.edu/ucaih/> or from the Office of Sponsored Programs, 212-998-2121.

Conclusion

Once your project has been read and approved by your Master's Project Advisor and your Second Reader, XE will file the necessary paperwork with the registrar's office and they will process your graduation. This series of steps takes approximately one month. Once your degree has been conferred, you will see it appear at the top of your online transcript. Eight weeks after that, the registrar will mail your diploma to you, so please be sure that your mailing address is correct in Albert. If you do not receive your diploma and request a new one, it will incur a fee. In due course, you will receive the two Reader's Reports by e-mail.