

GRADUATE PAPER AGREEMENT

Department of
Journalism

Please return completed form to the journalism department office (Art & Journalism 300).

Responsibilities of the Graduate Student

1. I agree to follow the Graduate Research Options Procedures handout provided by the Department of Journalism.
2. I agree to achieve online certification provided by the Human Participants Protection Education for Research Teams course; and if my research project involves human subjects, I will follow any and all guidelines for my research required by the Ball State University Institutional Review Board.
3. I agree to follow the journalism department's official style manual for graduate papers: Manual for Writers of Term Papers and Dissertations, (5th ed.), by Kate Turabian.
4. I understand that I have six (6) years, commencing from the first graduate class in which I enrolled, to complete all degree requirements listed on my graduate check sheet, including the graduate research option (RES 697 or THES 698).
5. I understand I must meet all deadlines established by the Department of Journalism and the Graduate School.*
6. I understand I will be required to enroll in MASTR 600 during fall and spring semesters in the event I do not complete the research paper or thesis at the end of the term in which my RES 697 or THES 698 enrollment occurs.
7. Additional responsibilities outlined by my research adviser:

Responsibilities of the Graduate Research Adviser

1. I agree to counsel my graduate research advisee in planning and achieving reasonable deadlines for the graduate research paper.
2. In the event my graduate advisee is working on a thesis, I agree to keep the student informed about how the thesis process works and to counsel the advisee concerning the selection of a thesis committee (if requested).
3. I agree to counsel my graduate research advisee regarding university protocols on research.

I affirm that I have read and understand the above responsibilities.

Graduate student signature

Date

Graduate research adviser signature

Date

Graduate student printed name

Graduate research adviser printed name

Department chairperson signature

Date

Final approval copies of research projects, creative research projects and theses must be received by the research adviser or thesis chairperson at least **ten class days before the Graduate School deadline. The Graduate School deadline is typically four weeks prior to the close of fall and spring semesters. During the summer, the deadline is two weeks prior to the close of summer semester. Check with the Graduate School or the department's graduate adviser for specific dates. If enrolled in THES 698, the thesis committee must meet and consider final approval prior to the department deadline.*