

Master's Project Procedural Guide

Important Dates (May Graduation)

Initial Meeting with Advisor latest by
MA Project Proposal Due with advisor signature
MA Project Due

October 1st (of the 3rd semester)
November 15th
1st week of February

Preparing for the Project

- Step 1 (1st semester/Fall)
Create an account on Schoology, and join the ALTESOL Master Projects Portal (MPP)
 1. Visit <https://app.schoology.com/register.php>
 2. Select 'Student'
 3. Enter the Access Code: CHBB-GF2X-FNKJ7
 4. Click "Continue"
 5. Enter your information
 6. Click "Register"
- Step 2 (1st semester/Fall)
Attend the faculty-led Master's Project Orientation at the end of September (announced at the General Orientation and through ALTESOL listserv and Google calendar).
- Step 3 (2nd semester/Spring)
Sign up for Master's Project Workshop (see course scheduling online)
- Step 4 (3rd semester/Fall)
Meet with your Master's Project advisor (who may not be your program advisor) with a draft of your approval form (on Schoology) no later than the initial meeting deadline (see above; for Feb graduation, initial meeting deadline would be March 15 with proposal due on April 15).

Note that obtaining final approval may require multiple meetings. The initial meeting deadline is critical to ensure that you are well prepared. Failure to meet these deadlines can delay your planned graduation by one semester or more.

***You may find various resources for your project on our program website and in Schoology.

Submitting the Project (semester of graduation)

- Submit your project on Schoology by the posted deadline.
- Projects submitted without the signature of your project advisor will be returned without scoring.