STANDARDS AND PROCEDURES FOR THE

MASTERS NON-THESIS CANDIDATE'S

RESEARCH PAPER

Department of Industrial Technology
University of Northern Iowa
Cedar Falls, Iowa

Approved by Industrial Technology Graduate Program Committee,
May, 1979
Revised: January, 2003
Revised: March, 2014
STANDARDS AND PROCEDURES FOR THE MASTER'S NON-THESIS CANDIDATE'S RESEARCH PAPER

Requirements

I Master's degree candidates on the non-thesis plan must complete at least one research paper approved by two Industrial Technology Graduate Faculty members as a degree requirement. One faculty member should be the student's advisor while the second faculty member should have experience or knowledge in the technological area of investigation. The proposal for the above research paper must be approved by the same two Industrial Technology Graduate Faculty members prior to conducting the research.

It is strongly recommended that Industrial Technology students prepare a proposal while enrolled in TECH 6292, Research Methods in Industrial Technology.

II The student prepares three copies of a proposal as suggested below:

A. Title Page (see attached sample)

B. Description of the proposed research paper (minimum of two pages)

1. It is preferred that you use or adapt the proposal form completed in TECH 6292,

2. Use these minimal headings as a last resort:
   a. Introduction
   b. Statement of the Problem
   c. Definition of Key Terms (if needed)
   d. Research Methods or Activities

III The student submits copies of the proposal to the Industrial Technology advisor and the graduate faculty member or reader. A copy of the approved proposal will be kept in the student's folder in the Industrial Technology Main Office.
Procedures for the Research Paper

I Obtain approval of the research proposal from your advisor and second Graduate Faculty member or reader as outlined above.

II Conduct the research.

III Use the most recent edition of the Publication Manual of the American Psychological Association as a guide.

IV Evaluation criteria and composition of the Research Paper

The research paper, about 20 pages long, should include the following components:

- Introduction: what the research problem is and why it is need for research.
  A. Statement of the problem
  B. Statement of purpose
  C. Statement of need/justification
  D. Research questions to be answered

- Literature review: must review at least ten journal papers published in the recent ten years that have been done and are related to this study. This session will report the research results and findings from the completed research. The critique on the literature review will lead to the new thoughts, ideas, or methods that will be used in this research study.

- Research method: how the research plan is created in this study, what device or survey instruments are used, and how data will be collected. The research method must be clear enough so that another person may repeat the research study if he/she follows the same research procedure.

- Data analyses

- Conclusions and recommendations for future study

- Appendices (if any): copy of instruments, raw data, or approval letters for IRB (Institute Review Board), ....

V Type the research paper on 20-22 pound rag bond 8 1/2 x 11
paper stock and submit the original or a copy reproduced by a permanent method.

VI Have the paper spiral bound with black back and clear cover.

VII Submit the research paper to the two Industrial Technology Graduate Faculty members at least five weeks prior to graduation. They will approve the paper or recommend changes to receive approval. In event that changes are recommended, the revised paper must be resubmitted for additional review and approval. Final approval must be obtained two weeks prior to graduation. A final copy of the paper must be indexed in the Wagner Resource Center of the Industrial Technology Center.

Optional Methods of Meeting the Requirement

The student may fulfill the requirement for the approved non-thesis research paper in the following ways:

I Submit a research project for:

   TECH 6288 Internship Projects in Industrial Technology

II Register for the following course and conduct the research under supervision of his/her advisor:

   TECH 6299 Research (3 hours maximum)

NOTE: Regardless of the above methods used, the proposal must have the approval of your advisor and a second Industrial Technology Graduate Faculty member prior to conducting the research.
Sample Title Sheet for Proposal

Industrial Technology
Research Paper

A Research Proposal for Presentation
to the Graduate Faculty of
the Department of Industrial Technology
University of Northern Iowa

In Partial Fulfillment of the Requirements for
The Non-Thesis Master of Arts Degree

By
(Student’s Name)
April 28, 2014

Approved by:

__________________________ __________________________
Signature of Advisor (or reader) Date

__________________________
Signature of Second Faculty Professor Date