GUIDELINES FOR COMPLETING A GRADUATE PROJECT
(HLTH/KINS 5980)

Department of Kinesiology and Health Studies

University of Central Oklahoma
100 North University Drive, #189
Wantland Hall 102
Edmond, Oklahoma 73034
(405) 974-5230

www.ucowellness.com

Created August 2010
Revised August 2013
Revised August 2015
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Introduction

Congratulations on reaching this point in your graduate program! You are beginning to prepare your graduate project for submission to the Graduate Project Committee and the Department of Kinesiology and Health Studies. This “Guide” is intended to help you along the journey to completing your graduate project. Read it thoroughly and follow the directions and guidelines laid out in the following pages. In addition to this guide, your graduate project Chairperson will be an invaluable source of information.

If you have any questions, please contact your graduate project chair or the program coordinator for your program.

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<td>Jamie Dunnington</td>
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</tr>
<tr>
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<td><a href="mailto:mpowers3@uco.edu">mpowers3@uco.edu</a></td>
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Graduate Project Description

The Graduate Project requires students to demonstrate their cumulative knowledge in exercise science or health studies to complete and present a graduate level project (UCO Graduate Catalog, 2015). The project is considered a capstone experience that results in a tangible product such as a research study, instructional videotape, journal article, publishable literature review, lab manual, or other substantial project as approved by the Graduate Project Committee. A completed Graduate Project shall consist of a paper, a formal presentation, and the product.

Graduate Project Enrollment & Grading

Students choosing the Graduate Project option must complete a minimum of 28 graduate credit hours prior to enrolling in KINS 5980 or HLTH 5980.

- Permission for enrollment must be obtained from the program coordinator.
- Students must register for graduate project hours (KINS 5980 or HLTH 5980) using the Irregular Enrollment – Graduate form available from the program coordinator.
- Students are required to maintain continuous enrollment in project hours for at least one credit hour each semester until the project is completed. This includes the semester in which the student plans to graduate.
- Summer enrollment is not required unless the student plans to graduate during the summer term.
- If continuous enrollment is not maintained, the student is required to pay enrollment costs for those semesters between the initial enrollment in project hours and the semester of graduation.
- Enrolled students receive the “X” grade if the project is not completed within the semester of enrollment. When the project is completed satisfactorily, the student receives the “P” (passing) grade. There are no letter grades for project credits.

Background Check Note:

- All students enrolled in a College of Education and Professional Studies course that requires the UCO student to interact directly with minors or vulnerable adults will complete a background check through Trak-1 before they are placed in their field experience/practicum/internship setting or before they begin the class assignment that involves working with minors or vulnerable adults. Background checks are valid for one academic calendar year. Ms. Emilee Bounds is the CEPS coordinator of background checks, please contact her at ebounds@uco.edu or 974-5105 if you have questions that cannot be found on our Frequently Asked Questions Webpage (http://www.uco.edu/ceps/Trak-1/faq.asp). The cost of the background check is $10.29 to be paid directly to Trak-1 through a debit or credit card. To access the link to Trak-1 go to the yellow Quick Links section of the CEPS webpage: http://www.uco.edu/ceps/. In the Quick Links section you will find a Trak-1 link that will take you to a CEPS Frequently Asked Questions page about the background checks. On that page, you will find a direct link to the Trak-1 website.
- The program coordinator or graduate project committee chair can help you determine if you need to complete a background check prior to completing your graduate project.
Application for Graduation

- The student should update the plan of study with the Graduate Advisor at the \textit{beginning of the last semester} of your degree program.
- The student should apply for graduation by the \textit{deadline posted on the Graduate College website} for the semester in which the plan to graduate.
- Detailed information on the graduation application process is available on the Graduate College website.
- All potential graduates must apply for graduation regardless of your intent to participate in the comment ceremony.
Guidelines for Graduate Project

Graduate Project Committee & Project Forms

- The Graduate Project Committee shall consist of at least two Kinesiology and Health Studies (KHS) faculty members, one of which is identified as the chairperson.
- The program coordinator can help students identify an appropriate chairperson.
- Upon recommendation of the program coordinator, the student should schedule a meeting with the prospective chairperson.
- At this meeting, the student will present a brief overview of the Graduate Project idea.
- Once identified, the chairperson will help the student identify a second committee member with complementary expertise and interests.
- Student must complete the following forms and submit to the chairperson by the deadline established by the Committee Chair:
  - *Graduate Capstone Student Contract* (Appendix A; copy to student and program coordinator).
  - *Committee Signature Page* (Appendix B)
  - *Graduate Project Application* (Appendix C)
  - *Affiliation Agreement* (Appendix D)
  - *Personal Data Sheet* (Appendix E)

Graduate Project Proposal

Prior to beginning the project, the student shall present and defend a project proposal outlining the rational and methods for the project. The graduate project proposal has two components: a written proposal and formal proposal presentation.

- Written Proposal
  - The student should submit a written proposal to the chairperson. The chairperson should be given a minimum of two weeks to review the written proposal.
  - The written proposal should be completed in APA format and include the following components:
    - **Introduction**: provide a brief overview of the project: what you propose to do, why it is needed, who will benefit.
    - **Literature Review**: this section should consist of a comprehensive review of the literature related to the concept and production of the product. Include detailed citations to document the rationale and significance of the project in support of the chosen methods.
    - **Methods**: provide a detailed description of the methods and materials to be used while conducting the project: participants (sample populations to be studied if appropriate), procedures, instruments, and plans for evaluating the outcomes.
    - **References**: all literature cited in the text should be listed according to APA style.
    - **Timeline**: Outline major accomplishments and expected completion dates.
  - Upon approval from the chairperson, the written proposal should be submitted to all members of the Graduate Project Committee. Committee members should be allowed a minimum of two weeks to review the written proposal.
Proposal Presentation
- With permission from the committee chair, the student shall schedule a meeting with members of the Graduate Project Committee to present the proposal.
- The proposal presentation must be scheduled at least 2 weeks after the written proposal is submitted to committee members.
- The proposal presentation should consist of a 20-30 minute talk in which the student briefly outlines the rationale for and potential significance of the proposed project and presents the proposed methods for the project.
- It is the responsibility of the student to reserve a location for the proposal presentation and to notify all committee members.
- Following the formal presentation, the Graduate Project Committee shall decide on one of four outcomes:
  - approved with no changes,
  - approved with minor changes,
  - approved with major changes,
  - rejected.
- The Graduate Project Committee must approve the project before initiating any work on the project.

Graduate Project Implementation
- Once approved, the student should make any changes to the Graduate Project proposal recommended by the Graduate Project Committee.
- These changes should be submitted to the chairperson for final approval before initiating work on the project.
  - The changes should also be submitted to other committee members, if requested.
- Once changes are approved by the chairperson, students must submit and obtain Institutional Review Board (IRB) approval, if indicated.
  - Information for completing and submitting an IRB application is available on the Office for Research Compliance website.
  - Student may have no contact with potential participants until IRB approval is granted.
  - The chairperson will provide guidance regarding the IRB process and necessity.
- Upon committee and IRB approval, the student completes the project as outlined in the project proposal.
- During implementation, the student should maintain regular contact with the chairperson.
- During the implementation, the student also works closely with the agency contact/supervisor to ensure that the project meets the expectations of the agency.
- The student must submit any modifications to the timeline to the Graduate Project Committee.
Graduate Project Final Written Report

- Upon completion of the Graduate Project, the student shall submit a written report which consists of an (a) introduction, (b) literature review, and (c) methods sections (as amended as required by the Graduate Project Committee at the proposal meeting), plus the following sections:
  - Results: Present a detailed summary of the results of the Graduate project.
  - Discussion: Discuss the results, draw conclusions, and make recommendations; summarize the major outcomes of the project; describe the potential applications of the resultant product, including the populations who might benefit from the use of the product; provide suggestions for future applications, extensions, or improvements of the methods and results of the project.
  - References: All literature cited in the text should be listed according APA style.
  - Appendices: If appropriate, the actual project, timeline, and any supporting materials (surveys, data, etc.) should be included in appendices at the end of the report.
  - Note: Deviations from this report may be made with prior approval of the Graduate Project Committee.

- When the final written report is completed, the student must submit it to the chairperson for review. A minimum of two weeks should be allowed for review.
  - If the chairperson determines that the final report is not ready for review by the full committee, the student will be asked to revise and resubmit the final report to the chairperson, allowing an additional two weeks for review.
  - If the chairperson determines that the final report is ready for review by the full committee, the final report is submitted to all committee members and the final presentation is scheduled.

- Upon approval from the chairperson, the student should submit the final written report to all members of the Graduate Project Committee. A hard copy of the final report must be given to the committee members at least two weeks prior to the scheduled final presentation.

- If the chairperson determines that sufficient time has not been allowed, the final presentation may be postponed.
Graduate Project Final Presentation

- With approval from the chairperson, the student will schedule and prepare a final presentation on the Graduate Project.
- This final presentation shall follow the same procedures outlined above for the proposal presentation, with the addition of a brief report on the outcomes of the project, potential applications of the results, and conclusions and recommendations for future development.
- The student is responsible for scheduling and arranging the location of the final presentation.
- The final presentation is open to the public and should be advertised at least one week prior to the scheduled final presentation.
- The student should notify the program coordinator and KHS department chairperson of the date and time of the scheduled final presentation.
- At the conclusion of the final presentation, the Graduate Project Committee shall determine if the student has satisfactorily completed the project. At this time, the Graduate Project Committee can make one of three decisions:
  - Satisfactory Completion of the Graduate Project
  - Satisfactory Completion of the Graduate Project with revisions (reviewed by the Graduate Project Chair for approval)
  - Unsatisfactory Completion of the Project (Revise and Resubmit to the Full Committee)
- If the project requires revision and resubmission, the student should work with the chairperson to ensure that appropriate revisions are made prior to resubmission.
  - The chairperson and committee members, if required, should be allowed a minimum of two weeks to review any required revisions.

Graduate Project Completion

- Upon approval from the Graduate Project Committee, the student should complete the Graduate Project Committee Approval page (Appendix G).
- Submit the following documents to each member of the Graduate Project Committee and the program coordinator (Department Copy)
  - Graduate Project Title Page (Appendix F)
  - Graduate Project Committee Approval Page (Appendix G)
  - Final written report (as approved by the Graduate Project Committee)
- Copies of the final report should be flat-bound and submitted before the end of the semester (last day of classes). Approved binding methods include spiral or pressure; three-ring binders are not acceptable. Failure to complete the final report by the last day of class will delay graduation.
Checklist for Students

☐ Meet with program coordinator no later than the second semester in the graduate program to indicate your desire to complete a graduate project and discuss graduate project requirements.

☐ Schedule an appointment with the potential graduate project chairperson. A graduate project committee will be established.

☐ Complete the project forms (Appendix A-E)

☐ Enroll in at least one hour credit during semesters when the student is involved in the graduate project process (Irregular Enrollment – Graduate form).

☐ Complete a written graduate project proposal.

☐ Complete the graduate project proposal meeting. Receive approval of proposed project or make suggested changes and reschedule meeting.

☐ Obtain IRB approval for the research project prior to contact with human participants, if required.

☐ Enroll in at least one hour credit during semesters when the student is involved in the graduate project process.

☐ Complete the graduate project and submit a final written report to the graduate project chairperson.

☐ Upon approval from the chairperson, submit the final written report to all committee members. This step must be completed at least two weeks prior to the scheduled final project presentation.

☐ Arrange the time and place of the final project presentation. Notify all committee members, the program coordinator, and the KHS department chairperson of the time and date of the final project presentation.

☐ Successfully complete the final project presentation including any revisions to the final written report.

☐ Submit to each member of the Graduate Project Committee and the program coordinator (Department Copy) the final written report including a title page (Appendix F) and the Graduate Project Committee Approval Page (Appendix G)

☐ Apply for graduation by the posted deadline for the semester in which you plan to graduate.
General Format of the Graduate Project

Title Page (see Appendix F)
Committee Approval Page (see Appendix G)
Dedication (optional)
Acknowledgements (optional)
Project Summary (or Abstract)
Table of Contents (see Appendix H)

Body of Paper
  Introduction
  Literature Review
  Methodology
  Results
  Discussion

References

Appendices
  Actual Project Timeline
  Completed Graduate Project (ie. product)
  Supporting Material (if appropriate)
    IRB approval letter
    Data collection instruments
    Letters to agency or participants

Page Numbering Note: Title page, Approval page, Acknowledgments page, and Dedication page are not numbered. Page numbering begins with the Table of Contents (page 1) and continues through the appendices.
APPENDICES
APPENDIX A

GRADUATE STUDENT CAPSTONE CONTRACT
Graduate Capstone Student Contract
Department of Kinesiology and Health Studies

Graduate students in the Wellness Management program complete a Graduate Capstone Experience by enrolling in a Thesis, Graduate Project, or Internship. This experience demonstrates the application of the knowledge and abilities acquired throughout the graduate program. Electronic copies of the guidelines for each Capstone Experience can be found at www.ucowellness.com

Please read the following information and sign/initial where indicated.

_____ I have completed 28 hours of graduate coursework on my plan of study.

_____ I have read the Capstone guidelines/manuals and agree to abide by all guidelines and deadlines.

_____ I have met with the faculty advisor to discuss my desire to complete a Graduate Capstone Experience and am requesting to enroll in: (circle one) Thesis Graduate Project Internship

_____ I understand that all documents associated with the Capstone Experience should be my own work and agree to submit my work to turnitin.com and make the needed edits before submitting it to the faculty.

_____ I understand and agree that I am expected to proofread and edit my work before submitting it to faculty. I also agree to use the assistance available to UCO students for improving my writing skills.

Internship

_____ I understand that I am required to complete 100 contact hours per 1 credit hour as outlined on my plan of study.

_____ I understand if I am enrolled in the Internship that I am required to complete all contact hours within one semester.

_____ I understand that if I have not completed all required contact hours, given my final presentation, and submitted my portfolio by the deadline, I will not pass the Internship.

Graduate Project/Thesis

_____ I agree that my Thesis/Graduate Project needs to be grounded in research as well as contain a significant portion that is novel or adds to the research or field in some manner.

_____ I understand that if I select the Thesis or Graduate Project, it will take a minimum of two semesters to complete, and maybe more depending on my study and/or agency with which I am working. I also understand that I am required to maintain continuous enrollment (1 credit hour per semester) until the thesis or project is completed.

_____ I understand that I must give my Chair and committee members a minimum of 2 weeks to review each draft of the Thesis/Graduate Project including any required revisions.

_____ I understand that I may not submit a draft of the Thesis/Graduate Project to my committee without approval from my Chair.

_____ I agree to provide all documents to my Chair and committee in the format they request – printed or electronic copies or both. I acknowledge it is my responsibility to make these copies, make arrangements to deliver them to faculty, and to maintain all copies that have edits.

_____ I understand that in order to successfully complete my thesis/graduation project, I must meet all the requirements and deadlines outlines in the guidelines and submit the required completed documents by the deadline established by the Chair and no later than the last day of class of the semester in order to have my work considered for completion.

_____ I understand that if my work is not submitted by the deadline for the semester, I will receive a grade of an 'X' and that I will enroll in additional hours the next semester.

I have read the above contract and have had an opportunity to ask questions. My signature below indicates that I will comply with these requirements.

Print name ___________________________ Signature ___________________________ Initials ___________________________ Date ___________________________
APPENDIX B

COMMITTEE SIGNATURE PAGE
GRADUATE PROJECT COMMITTEE SIGNATURE PAGE
Department of Kinesiology & Health Studies University of Central Oklahoma

Please complete the information below:

STUDENT NAME: ____________________________________________________________

MAJOR (circle one): Exercise Science Health Studies

Proposed Graduate Project Title: ________________________________________________

Proposed site: ______________________________________________________________

Proposed date to begin: ________________________________________________________

Proposed date to complete: ____________________________________________________

________________________________________/__________________________________
Committee Chairperson Signature Date

________________________________________/__________________________________
Committee Member Signature Date

________________________________________/__________________________________
Committee Member (optional) Signature Date

Please return form to the Graduate Committee Chair after completing the information and obtaining signatures.
APPENDIX C

GRADUATE PROJECT APPLICATION
GRADUATE PROJECT APPLICATION
Department of Kinesiology & Health Studies University of Central Oklahoma

Introduction: The Graduate Project is one of the most important steps in preparing the graduate student in Wellness Management a professional career. Please sign at the indicated area below if your agency is willing to participate in this educational program.

Agency ________________________________ Date __________

Address: Street ____________________________

City/State ________________________________ Zip Code __________

Telephone ______________________________ Email __________________

Director ______________ Title __________________

Web site __________________ Type of Agency __________________

Population Served: Age Range __________ Socioeconomic Characteristics __________

Special Characteristics of Population Served: (Elderly, Learning Disabilities, etc.)

Types of Programs/Services offered:

Operations: Number of days/week __________ Number of hours/day __________

Number of Staff in Department __________________

Graduate Project Responsibilities and Assignments for Potential Graduate Student:

Liability Insurance Provided for Student: YES NO

___________________________ / __________ ______________________ / __________
Agency signature Date Graduate Student signature Date
APPENDIX D

AFFILIATION AGREEMENT
GRADUATE PROJECT AFFILIATION AGREEMENT
Department of Kinesiology & Health Studies University of Central Oklahoma

The Wellness Management Graduate Project is designed as a capstone experience which allows the student an opportunity to create a tangible product, based on research that will benefit the agency/business, etc. in the Wellness Management related areas. This experience will allow the graduate student to gain experience in the profession and to utilize the theories and principles learned in the classroom setting in a field setting.

It is expected that the graduate students will view the cooperative venture as: (1) a positive learning experience, (2) challenging and stimulating, (3) value to the selected agency in terms of needed services they can provide; and (4) as future professionals whose increased knowledge of the profession will ultimately benefit their profession and communities.

The graduate student shall arrange the hours with the designated professional at the agency. A University of Central Oklahoma faculty will monitor the student's progress and act as a liaison between the University of Central Oklahoma and the cooperating agency and will be available as needed by the assigned agency for consultation in providing appropriate experiences. The university will withdraw any students from participation in the Graduate Project experience when the student's performance or behavior is unacceptable to the agency and/or the university.

The graduate student will be responsible for completion of requirements/assignments.

I understand the above requirements and agree to fulfill these and any other obligations required by the cooperating agency.

____________________________________  ____________  __________________________________  ____________
Graduate Student                      Date                      Agency Supervisor                     Date

This document must be returned prior to the beginning of the Graduate Project.
APPENDIX E

PERSONAL DATA SHEET
# GRADUATE PROJECT PERSONAL DATA SHEET

Department of Kinesiology & Health Studies University of Central Oklahoma

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<th>SPRING</th>
<th>SUMMER</th>
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**Student Information:**

- Expected Graduation Date (Term/Year): ________________________
- Name: ___________________________________________ Banner ID#: ________________
- Address: ____________________________________________________________
- Home Phone: ___________________________ Cell: ___________________________
- Email: ____________________________________________________________

**Graduate Project Site Information**

- Agency: ____________________________________________________________
- Address: ____________________________________________________________
- Agency contact: ___________________________ Phone: __________________________

**Graduate students are to adhere to the professional ethics listed below:**

- All information about individuals is to be kept confidential.
- Show high regard for individuals and enthusiasm for each area of the agency in which you work; be empathetic and courteous toward all individuals.
- Refrain from imposing your own religious or political views upon those with whom you are working and exhibit a broad-minded tolerant attitude toward other groups and individuals.
- Graduate students must dress in a manner that is exemplary of a professional representing University of Central Oklahoma.
- Graduate students must demonstrate initiative to complete the project as well as demonstrate the ability to accept suggestions and/or criticisms expressed by the agency and Graduate Project Chair, and subsequently, make an effort to overcome identified weaknesses or deficiencies.

**Sanction Procedures: Failure to adhere to any of these expectations will result in the following:**

1. First occurrence - the graduate student will receive a verbal and/or written warning from Graduate Project Chair. This warning will be documented in the student’s file.
2. Second occurrence - the graduate student will be scheduled for a conference with Graduate Project Chair to discuss the problem and to receive a letter stating that he/she is on probation.
3. Third occurrence - the graduate student will be removed from the graduate project and a "F" will be reported as the final grade.

I, (print name) ___________________________________________ understand the Graduate Project expectations presented above as well as the sanctioning procedures that will be followed if I fail to adhere to these expectations.

**Student Signature** ___________________________________________ Date ________________

**UCO Graduate Project Chair Signature** ____________________________ Date ________________
APPENDIX F

SAMPLE GRADUATE PROJECT TITLE PAGE
THE UNIVERSITY OF CENTRAL OKLAHOMA
Edmond, Oklahoma
Jackson College of Graduate Studies

Fit Kids Revolution

A GRADUATE PROJECT
SUBMITTED TO THE GRADUATE FACULTY
in partial fulfillment of the requirements
for the degree of

MASTER OF SCIENCE

by

Jane M. Doe

Edmond, Oklahoma

2013
APPENDIX G

SAMPLE GRADUATE PROJECT COMMITTEE APPROVAL PAGE
<Graduate Project Title>

Completed by

<Student Name>

<Date of Submission>

A GRADUATE PROJECT

APPROVED FOR THE DEPARTMENT OF KINESIOLOGY AND HEALTH STUDIES

By

Type Committee Chairperson’s Name

Type Committee Member’s Name

Type Committee Member’s Name (optional)
APPENDIX H

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