

## **MA in Arts Leadership Program Practicum Paper Guidelines**

The Arts Leadership student must complete a reflection/research paper (minimum 2,000 words) based on their placement experience and the project completed. It should also include reference to lessons learned in the classroom throughout the degree experience. An annotated bibliography, which can include textbooks from courses in the program, must also be included.

The student should connect thoughts and experiences to theory learned in the classroom. This scholarly paper is the capstone project, and it's expected that students make connections to research where appropriate. The bibliography/works cited list can include texts from courses, but the student may add more published sources based on some of the specific issues and experiences encountered during the placement. The paper should be approximately 60% reflective and 40% research

- Please refer to the Practicum Placement course syllabus - ARLD 6691
- Students must make an appointment with a writing consultant at the [UH Writing Center](#) before submitting your first draft to the Program Director for review. See the next page for instructions on scheduling an appointment and obtaining verification.
- You will submit a first draft to the Program Director for review. One week later you will submit a second draft. One week after that, you will submit a third and final draft. Due dates will be provided by the Program Director early in the semester of your scheduled defense.
- Always submit your drafts before 5pm on the designated due dates.
- The final draft will be sent to your committee members, and you will receive a list of questions for you to prepare verbal answers to at least 3 days before your defense date.
- Submit in MS Word format so edits can be made on the page and returned to you via email.
- Final draft can be submitted as a PDF.
- Double space your paper with regular or narrow margins
- Use 11–12-point font in Times New Roman or similar font style.
- Refer to **MLA Essay Standards** if in doubt of formatting
- Add standardized signature page then title page. Use template provided by Program Director (See attached).
- Be sure to write your paper in past tense and be consistent with tense usage through the paper.
- Be sure, by second draft, to footnote/endnote all citations and add Bibliography/Works Cited page to end.
- Get your support binder together and whenever possible refer to relevant work samples in your paper.
- Be sure to tabulate or number the pages in your support binder and refer to all materials in your paper using tab numbers or page numbers.
- As in all essays, begin your paper with a strong argument/thesis statement, support the argument through the paper and include a compelling conclusion statement connected to your opening thesis or argument.
- Avoid making any personal references to individual people, opting for terms that include job titles and positions.

### **Grading Elements:**

- **Purpose** (Link the content of the course, both theory and practice, to the assigned topic to demonstrate your understanding of the course work applicability. Demonstrate your comprehension of the material)
- **Evidence Based Reasoning** (Use concepts, models, methods etc. from the class)
- **Organization** (Flow of ideas and analysis)
- **Mechanics and Style** (Mechanical errors, clarity, precision and economy of expression)
- **Spelling and Grammar**
- **Timely Submissions**

### **Grading:**

• Participation and Attendance at Placement Site	20%
• Final Reflection/Research Assignment	50%
• <u>Final Practicum Defense and Presentation</u>	30%
	100%

## **Practicum Paper Writing Center Requirement**

Prior to submitting a first draft of the Practicum Paper to the Program Director for review, students must meet with a consultant at the **UH Writing Center**. The consultants are familiar with the MAAL practicum project/paper and will be able to assist with paper writing and coach students through content and style points to ensure the paper meets the program's expectations.

The UH Writing Center offers 1-hour face-to-face and/or virtual appointments for students to meet with a consultant and discuss anything from brainstorming to reviewing the final draft.

### **Scheduling an Appointment**

The student can email the Writing Center Director, Mark Sursavage, at [mdsursav@central.uh.edu](mailto:mdsursav@central.uh.edu) with the subject line **MAAL WC Requirement** to schedule their appointment and provide your availability. The more dates/times provided, the easier it will be to schedule an appointment. It is recommended that students do this earlier rather than later in the writing process, keeping in mind that they will need to submit a draft to the Program Director after incorporating suggestions from the writing consultation.

Note that only one consultation with the Writing Center is required before submitting a first draft. However, the student is encouraged to make as many follow-up appointments with the Writing Center as deemed necessary.

### **Obtaining Appointment Verification**

At the end of business hours on the day of the Writing Consultation, the student will receive an email from the Writing Center. This email will contain a summary of the consultation. A screenshot or PDF of this email will need to be submitted to the Program Director with the first draft to verify that the student has completed this requirement.