Master’s Practicum Handbook

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**Introduction to the Master’s Opus**

As part of their degree requirements, all SNRE master’s students must complete a project, thesis or practicum. All master’s students are admitted as project students. The project option gives students a team experience that approximates their future work environment. Students may petition for the thesis option if they plan to conduct original research and produce a scholarly work. Although students are not admitted under the thesis or practicum option, a student may petition into this option under circumstances described below.

Projects, theses, and practica share common academic expectations and provide different educational experiences. Regardless of the opus type, all include the following academic expectations:

- the mastery of an appropriate set of academic material;
- an understanding of the major steps of the scientific approach (research design) or decision analysis (evaluation of management alternatives) and the successful application of these steps to an environmental problem;
- the ability to demonstrate critical thinking about an environmental problem and the application of appropriate analytical techniques in solving that problem;
- experience in both writing a scientific paper or technical report and giving an oral seminar to peers on the process and results of the study; and
- faculty evaluation of the final product.

Occasionally, students wish to substitute another opus option for the one they were admitted to complete. SNRE’s policy is that changes in the form of the opus must be supported by a faculty advisor and approved by the Associate Dean. Students should submit a written statement that explains why this change is needed. Project students who wish to substitute a thesis must show that they have had or will acquire the integrative team problem-solving experience missed by not participating in a project. In addition, a student may petition the Associate Dean to undertake a practicum as his/her opus work. The practicum is an individual experience, often developed around an internship experience or the design of a project (see the following section for further explanation.)

To request a substitution, use the “Petition to Change Master’s Opus” form (Appendix E). SNRE established these substitution requirements to protect the focus and intention of the different Masters options. Petitions will be evaluated on the basis of the rationale for substitution and the availability of faculty resources to support the proposed opus. Such changes must be approved by the Associate Dean.

Master’s students who wish to change their opus option should do so by the drop/add deadline of their second semester (fourth semester for three-year or dual degree programs.) Students who are enrolled in NRE 701 (the Master’s Project Course) and wish to change their opus option need to make their decision in advance of the drop/add date or expect to continue with the course through completion.
The Master’s Practicum

What is a Practicum?

A practicum is a supervised practical application of a previously developed or studied theory. In a practicum, theory is used to solve an applied problem. For SNRE students, a practicum is the application of natural resource problem-solving (analytical) techniques. This includes the principles of decision analysis and design formulation or evaluation of alternatives for management, planning, or development. Often, a practicum will be developed around an internship experience or the design of a project, and is an individual opus. The practicum must include all the scholarly elements of an opus, include a theoretical framework, literature review, and general implications of the particular topic. It is expected that a practicum opus will be planned under the direction of an advisor to include these scholarly elements; a prior work experience can not serve as a practicum.

The written report of a practicum experience normally includes (a) an introductory chapter explaining the context of the practicum experience, including a theoretical framework and review of literature, a definition of the problem, a statement of objectives, and an explanation of methods, (b) one or more chapters that describe results of the experience, including an explanation of how theory and skills were applied to help a decision-maker who might use the student’s works, and (c) a concluding chapter that analyzes alternatives or proposes one or more solutions and summarizes the report. Included also is a summary that recapitulates the problem, objectives, methods, results, and conclusions. An abstract (on a separate page following the title page) is also required. The practicum is reviewed by the student’s practicum committee, and it must meet that committee’s standards of quality and quantity.

*Permission to do a practicum will not be granted on the basis of a student’s past experience; a practicum must be based on future work that involves a work plan formulated before the experience.*

Objectives of a Practicum

The major objectives of a practicum are to give students the opportunity to develop their creative abilities in one or more of the following activities:

- give students opportunities to develop, integrate, and reinforce competence through performance in work situations that involve citizens, citizen groups, and professionals
- permit students to acquire and test skills relevant to real-world conditions of natural resource and environmental design
- provide students with opportunities to formulate and weigh questions that arise in the course of practice (e.g., ethical issues, policy guidelines, conflicts)
- apply theory and knowledge to develop effective project designs, development and management plans, and policies for solving critical resource problems
- prepare a development and/or management plan for the owner of a particular property
- compare different methods for solving a specific problem and develop a decision model or process for selecting the best method(s)
• help faculty and students be aware of state-of-the-art practice in the field

Who May Write a Practicum?

Students may not substitute a practicum (NRE 700) for a project or thesis without permission from the Associate Dean.

Grounds for petitioning. Students who desire to substitute a practicum for a master’s project or thesis must petition the Associate Dean. The Associate Dean will consider petitions only from those students who fit one of three categories:

1. International students who plan to return to their home countries and wish to apply their SNRE training there.

   An international student who petitions to substitute an off-campus practicum for a master’s project is responsible for making financial arrangements for international travel, if necessary, to gather critical data for the practicum. In her/his petition the student should be clear why the practicum carried out abroad will be of more value to the student in the home country than participating in a group project on campus.

2. Students who are hired (or accepted as a volunteer) to work under supervised conditions.

   Students who work with various categories of organizations (as paid employees, volunteers, interns, etc.) may want to use that experience to write a practicum. The practicum experience must involve the student’s supervisor (employer) and faculty advisor.

3. Students who wish to apply theory and knowledge to develop skills in landscape design, resource management, policy analysis, conflict resolution, and decision analysis in a real-world setting.

Master’s Practicum Structure and Planning

Student Responsibilities

The student is responsible for knowing and meeting deadlines, submitting forms, establishing a practicum committee, and making sure that the practicum is prepared in an acceptable way. The student’s practicum committee and SNRE’s Office of Academic Programs will provide assistance, but each student is ultimately responsible for the timely completion of the practicum.

General Structure

The Master’s Project Planning Course (NRE 701, section 888) is required of all non-thesis students and elected for 1 credit—typically during winter term of the first year of graduate residency (or the second year for Erb or 3-year MLA students). Students in a joint master’s program between SNRE and another unit can join the project class in either their first or second year. In this 1 credit course, students identify their opus topic, establish team memberships, and determine initial plans, scope, timetable, and budget. The
remaining 5 credits of NRE 700 are elected before graduation.

**The Practicum Advisor**

Your practicum advisor should be an SNRE faculty member serving as either a sole advisor or co-advisor. SNRE adjuncts, as well as research scientist-track appointees, may also serve as co-advisor. When an advisor who does not hold an appointment in SNRE guides a student’s practicum experience, that person is listed as co-advisor, with an SNRE faculty member serving as the other co-advisor of the committee. The committee is expected to help the student focus on a topic that meets the student’s academic goals and is practicable in the “real world”. It is important that the student and practicum committee clearly understand their mutual expectations with respect to the amount of work to be done, especially work being done in the field (e.g., how many summers of field work will be required?).

**Funding Sources**

Funding may be allocated by the School, received from a sponsoring organization, accumulated by additional fundraising, or a combination of the above. Often, funding is provided through an employer or client. OAP oversees various funding opportunities. Potential funding sources include:

- SNRE Project and Practicum Funding. Practicum students may apply for the SNRE Project and Practicum Funding. Application and budget template forms are available on the SNRE website. See Appendix G for sample forms. Each student is eligible for up to $1,500. Seminar practicum students whose research is less than 18 months are eligible for up to $750.
- The Sussman Fund. Priority is given to internship funding requests, but check with OAP for more specific details and deadline.

It also may be appropriate to solicit funding from outside the School: the Horace H. Rackham Graduate School awards (limited) Travel funding; the International Center awards limited funding for work overseas. External agencies sometimes are interested in funding students’ efforts as well.

All of these opportunities require that a student submit a completed application form and proposal (including a budget) and receive approval before incurring expenses. Contact the appropriate office for additional information.

**Opus Completion Requirements**

Responsibility for approving the practicum is delegated to the practicum committee. An oral presentation and defense is mandatory, although, with approval of the committee, students may substitute presentation at a professional meeting for a public defense at SNRE.

**Production and Presentation of the Written Product**

**Format and Page Layout**
The student, with the guidance of her/his advisor and after consulting prior Masters opus products, should ensure that page layout and formatting conforms to Rackham guidelines and professional expectations. For format guidelines, see Appendix B. Bound examples of theses are available in the Shapiro Science Library. Images often play a key role in a final report and presentation. Establishing guidelines for types of images early in the project helps to avoid last minute field trips to re-shoot. Several privately owned businesses near campus process images. The University also has a Photo Services http://www.umich.edu/~photos/who.html, and Biomedical Communications (BMC), Argus 1 Building, 535 W. William, Suite 2100, Ann Arbor. http://www.bmc.umich.edu/ These facilities allow groups to charge costs to a University account number.

Electronic Media, Printing, and Binding

The School has moved towards electronic media as the ‘copy of record’ for the master’s opus. “Deep Blue” is the University of Michigan’s permanent, safe, and accessible service for representing our rich intellectual environment online. The final version is to be delivered to OAP on CD, along with the signed “Opus Verification Form”. The electronic copy will be stored on “Deep Blue”, maintained by the Shapiro Science Library. You should discuss with your sponsoring faculty and the project’s client whether they would prefer an electronic, softbound or hardbound copy.

Oral Defense

The School requires a presentation of the practicum product, open to the SNRE community. In addition, the practicum’s findings may be presented to other groups and organizations (e.g., the sponsoring organization, natural resource organizations interested in the topic, community groups). The presentation should be well organized and of professional quality.

Scheduling presentations can be time consuming and frustrating if not completed well beforehand. Schedule a classroom or a conference room through OAP (e-mail snre.rooms@umich.edu); schedule the use of audio-visual equipment through the SNRE Information Technology (email snre.consultants@umich.edu); and make arrangements for refreshments, etc. Schedule backup projectors and light bulbs to avoid last-minute problems.

Document Submittal

The final version is to be on CD, along with the signed “Opus Verification Form”, a copy of the title page and abstract of the project, must be handed in to OAP by 5:00 p.m. on the last day of scheduled classes for the term in which the degree is expected. Failure to hand in this copy will delay your graduation. The electronic copy will be stored on “Deep Blue”, maintained by the Shapiro Science Library. Please remember to submit the signed Deep Blue License Agreement (Appendix F) if you choose to submit a CD as your final copy.

Grading

The practicum advisors are responsible for the final letter grade each student receives for the project (A-E). Advisors may choose to share with students the responsibility for developing the criteria for grading.
Unless it is the final term of the project, students will receive a "Y", meaning that the practicum is ongoing and the work continues after the term ends. Final grades for a practicum will be assigned at the end of the final term for the practicum.

Appendix A: Checklist for Completion of Master’s Practicum

_____1. FORMAT--Be sure to include the following:

_____a. Title page (use sample format provided in guidelines)
_____b. Abstract (2-3 paragraphs)
_____c. Acknowledgements (optional)
_____d. Table of Contents
_____e. Text
_____f. Appendices (optional)
_____g. Bibliography

_____2. ORDER COPIES (if necessary)

_____a. Arrange for hardbound copies and obtain bindery receipt.

_____3. Submit the following to the Registrar in OAP no later that 5:00 pm on the last day of scheduled classes:

_____a. Master’s Opus Verification Form
_____b. Copy of the title page
_____c. Copy of the abstract
_____d. Copy of the final opus report on CD or hardbound opus
Appendix B: Format Guidelines

Weight of Paper

At least 16 pound.

Margins

The gutter margin must be 1.25-1.5 inches wide to allow for binding. All other margins must be a least one-inch wide. Typing should start one inch from the top of the page and end at least one inch from the bottom. (This does not include headers or footers.)

Spacing

Spacing should be used uniformly throughout the document. Single, one and one-half, and double spacing are all acceptable.

Images

Images should be printed on the paper on which report text is printed—not glued or affixed.

Oversize illustrative material may be folded and incorporated in the bound text, or it may be placed in a pouch attached to the inside cover.

Pagination

A number should appear on every page except the title page and the blank page following it.

The preliminary pages receive small Roman numerals (i, ii, iii, etc.) that are placed in the center of the typing page, one-half inch above the bottom of the page. The numbering should begin with “ii.” The blank page following the title page is neither counted nor numbered. This page should be the only blank page. The blank page and the title page are the only two pages that do not receive numbers.

The page numbers in the body of the text are placed in the center of the typing space, one-half inch below the top of the page. An exception in the placing of the page number should be made for pages carrying a major heading (e.g., the first page of a chapter, bibliography, or appendix). On all such pages, the number should be placed at the bottom, in the center of the typing space. If the description of a figure is too long to be placed on the same page as the figure, it may be placed on the left side facing the figure. The figure number must appear on both the figure and the page carrying the description of the figure. This page must carry the number that would normally precede the page number of the figure itself (letter suffixes such as 10a, 10b, etc. should not be used).
Printing should appear on both sides of the paper (i.e., double sided). Each page of the text should be filled unless it is a preliminary page or the last page of a chapter. Chapters are the only sub-division in the text that require new pages. When the text is not divided into chapters, each major division should be treated as a chapter and begin a new page.

Title

Provide the bindery with a short title (a **maximum of 50 characters**) for the spine. The length of the title on the title page is not restricted.

Table of Contents

There should be a table of contents; the captions should be clear and informative and agree with captions in the text.

Abstract

The abstract is a summary of the main objectives, methods, results, and conclusions or recommendations, concisely and precisely written, and **limited to 25 typed lines**. Since most readers will read the abstract to determine the value of examining the entire document, give critical information such as “The three criteria used in the study were ....” and “results showed that 29% of 358 respondents favored ....” as opposed to “criteria will be discussed” or “some respondents felt”, respectively. The abstract will be reprinted with an index of all master’s projects, and may eliminate the need for a longer executive summary. Good examples of abstracts are seen preceding articles in refereed research journals and in Dissertation Abstracts.

Footnotes

These are explanatory notes not properly a part of the text. They should be placed at the bottom of the page to which the note applies.

References

Bibliographical material may be indicated by footnotes, but it is usually better practice to give all references used or consulted in a single “Literature Cited” or “Bibliography” section at the end of the text (but ahead of appendices). In this case, references should be: 1) identified by name and date in the text (e.g., Dana 1948) and listed alphabetically in the bibliography, or 2) indicated in the text by numbers cumulative throughout the paper (e.g., 12) and listed by numbers at the end.

Literature Cited or Bibliography

There are several accepted styles. Clarity should not be sacrificed for brevity. The important thing is to be accurate, complete, and consistent. Students should consult their major
professor, style manuals, published books, or bulletins for the style used in their field. Students often use a style similar to that used by the journal to which they plan to submit a manuscript.
Appendix C: Sample Title Page

TITLE OF PRACTICUM

by

Your Name Here

A practicum submitted
in partial fulfillment of the requirements
for the degree of
Master of Science/Master of Landscape Architecture
(Natural Resources and Environment)
at the University of Michigan
Month Year

Faculty advisor(s):
Professor Jane Doe, Chair
Assistant Professor John Smith
Dr. Mary Jones*

* The title, address, and affiliation of non-faculty committee members should be noted in the Acknowledgments section of the thesis.
Appendix D: Opus Verification Form

Opus Verification Form

Return this completed form to the Office of Academic Programs, 1520 Dana, no later than 5PM on the last day of scheduled classes of the term in which the degree is expected. Attach to this form: title page, abstract, DeepBlue Licensing agreement for, and a PDF version of the opus.

Title of Opus

Project No
(if applicable)

Key words/phrases

Client Name

Contact Name & Title Email

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<th>Student’s Name</th>
<th>Field of Study</th>
<th>UM ID</th>
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Advisor Signatures (print name and sign)

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For office use only:

Initial and date

Copy of the opus received
Appendix E: Petition to Change Master’s Opus

Petition to Change Master’s Opus

Name ___________________________ Date __________
UM ID ___________ Email ___________________________
Field of Study ___________________________

I request permission to change to the Master’s opus indicated below (circle one):

<table>
<thead>
<tr>
<th>Thesis</th>
<th>Practicum</th>
<th>Integrative Seminar</th>
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<tbody>
<tr>
<td>NRE 700</td>
<td>NRE 700</td>
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</table>

Your current Faculty Advisor and, if appropriate, your new Faculty Advisor must approve this request:

Faculty Advisor ___________________________ Date __________
New Faculty Advisor ___________________________ Date __________

*(If changing Faculty Advisor, also complete and submit Petition to Change Faculty Advisor or Field of Study form.)*

COMMITTEE (required for thesis and practicum)

The following faculty agree to serve on this committee (a minimum of two is required):

Chair ___________________________ (print name) ___________________________ (signature) ___________________________ (dept.)
Member ___________________________ (print name) ___________________________ (signature) ___________________________ (dept.)
Member ___________________________ (print name) ___________________________ (signature) ___________________________ (dept.)

Provide additional information (title, address, telephone, and email) for any member who is not affiliated with the University.

*SEE REVERSE SIDE FOR ADDITIONAL REQUIREMENTS
Approved by Associate Dean ___________________________ Date __________

Return completed form to Office of Academic Programs, Room 1520 Dana.

DEADLINE – THIS FORM CANNOT BE SUBMITTED BEFORE THE FINAL EXAM PERIOD OF THE FALL SEMESTER, AND SHOULD BE COMPLETED BEFORE THE ADD/DROP DEADLINE FOR THE WINTER TERM OF YOUR 1ST YEAR IN SNRE
ADDITIONAL REQUIREMENTS FOR THESIS:

I request permission to write a thesis because (circle one):

1. I am an international student who plans to return home and apply my SNRE training there.

2. I need a thesis experience to be competitive for a job in my field.

3. A faculty member has selected me to work on a research project.

Attach to this request:

1. The title of at least one course (in addition to NRE 538 or its equivalent) that has been taken (or will be taken) to acquire training in research methodology. In the case of a course taken off the UM Campus, include a copy of the course syllabus.

<table>
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<th>Course #</th>
<th>Course Title</th>
<th>Institution</th>
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2. A 250-500-word statement. Explain why you wish to complete a thesis. Provide some evidence of integrative problem-solving experience that you have received, either through course work or elsewhere. A thesis must include original research that culminates in a publication-quality written volume. Describe what your research objectives will be and what your approaches will be (i.e. field work, modeling, social surveys, data analysis, etc.) Provide a concise timeline that shows the dates you entered the program, will conduct the research, and expect to complete and defend the thesis.

ADDITIONAL REQUIREMENTS FOR PRACTICUM:

I request permission to write a practicum because (circle one):

1. I am an international student who plans to return home and apply my SNRE training there.

2. I will work with a supervisor in an organization and want to use the experience to write a practicum. Attach a work plan for your practicum experience, signed by your supervisor, making it clear that you and your supervisor have agreed on expectations.

   Supervisor ____________________________ ____________________________

   Address ____________________________ ____________________________

   Organization ____________________________ ____________________________

3. I want to apply theory and knowledge to develop skills in a real world setting. Attach an explanation clearly stating the body of theory and knowledge you plan to apply.

4. Project group lost member(s) (statement not necessary).

Attach to this request:

A 150-200 word statement explaining why this change in opus is most appropriate for you which provides evidence of integrative problem-solving experience received elsewhere (if changing from project) or evidence of research experience received elsewhere (if changing from thesis).

For office use only:

Initial and date ____________________________

Email student to let them know the Associate Dean’s decision ____________________________

File original form in student’s OAP file ____________________________
Appendix F: Deep Blue License Agreement

Deep Blue – Library License for Submitted Opus on CD

I hereby grant to the Regents of the University of Michigan the non-exclusive right to retain, reproduce and distribute the deposited work (the Work) in whole or in part, in and from its electronic format. This agreement does not represent a transfer of copyright to the University of Michigan.

The University of Michigan may make and keep more than one copy of the Work for purposes of security, backup, preservation and access, and may migrate the Work to any medium or format for the purpose of preservation and access in the future. The University of Michigan will not make any alteration, other than as allowed by this agreement, to the Work.

I represent and warrant to the University of Michigan that the Work is my original work. I also represent that the Work does not, to the best of my knowledge, infringe or violate any rights of others.

I further represent and warrant that I have obtained all necessary rights to permit the University of Michigan to reproduce and distribute the Work and that any third-party owned content is clearly identified and acknowledged within the Work.

By granting this license, I acknowledge that I haveread and agreed to the terms of this agreement and all related University of Michigan and Deep Blue policies.

Opus Author: __________________________ Date __________
Opus Author: __________________________ Date __________
Opus Author: __________________________ Date __________
Opus Author: __________________________ Date __________
Opus Author: __________________________ Date __________
Opus Author: __________________________ Date __________

Opus Type: Project Thesis Practicum

Please submit this signed form along with your final CD and signed opus verification form.
Guidelines for SNRE’s Master’s Project & Practicum Funding

1. **Purpose**: The SNRE Master’s Project & Practicum Funding (funded by the Rackham Graduate School) is designed to support master’s students who need assistance to carry out group-project or practicum research that advances progress toward their degrees. Thesis and dissertation funding is still available through the Rackham Graduate School (www.rackham.umich.edu/Fellowships/guideln/2409.htm) and the SNRE Thesis and Dissertation Funding.

The Master’s Project & Practicum Funding is intended to defray costs of conducting clearly defined group research activities including:

- Research related expenses (e.g., paying subject fees, accessing specialized data sets, purchasing archival materials, purchasing images, hiring field assistants)
- Research-based travel not associated with a course (e.g., off-campus data collection, access to libraries, archives or historical sites)
- Purchase of laboratory equipment, field work equipment, or computer software. If purchased with SNRE funds, any items that are reusable must be returned to OAP.
- Off-campus study of foreign languages needed for research. Proposals will be considered only if the instruction is not available on the UM-Ann Arbor campus. The relevance of the language studied to the student’s research must be explained in the proposal.
- Off-campus study of specialized methodologies or techniques needed for research. Proposals will be considered only if instruction in the methodologies and/or techniques is not available on the UM-Ann Arbor campus. The relevance of the methodologies and/or techniques to the student’s research must be explained in the proposal.

2. **Eligibility**: Master’s students are eligible to apply for an SNRE Master’s Project or Practicum Research Grant if:

- the graduate student is in good academic standing in SNRE
- the project or practicum is an officially approved Master’s Project or Practicum with a defined section number of NRE 701

A master’s student is eligible for one SNRE Master’s Project or Practicum Funding award during his or her graduate program.
3. **Award Amount:** Master’s students are eligible for an award up to $1,500 per student for a group project or practicum.

**Notes:** Please be aware that this award may be considered as taxable income. 14% is withheld from awards to international students from countries without a tax treaty. For students who qualify for need-based financial aid, a Research Grant may reduce the amount of your loan eligibility. Please contact the UM Office of Financial Aid for help in evaluating your individual circumstances.

4. **Award Deadline, Selection, and Procedures:** Applications are accepted twice a year, with deadlines of November 15 and April 15. Please note that each application will be reviewed by faculty. Criteria for funding will include the clarity and coherence of the rationale for the project, the significance of the research question being addressed, the qualifications of the students to carry out the proposed research, and the relevance and reasonableness of the budget request for the activities proposed. Applications will be reviewed only after they are complete.

Each student will receive an e-mail notifying him or her of SNRE’s decision. If a grant is awarded, procedures for payment will be outlined in the email. Once processed, an award may take up to ten business days to disburse.

5. **Application materials to be submitted:**

   A) A **funding proposal** describing the research project/practicum (maximum of 1,200 words). One overall proposal is due for all students in a Master’s Project or Practicum. The required parts of the proposal include:

   ☑ **Goals and Objectives:** a statement of what the project/practicum will accomplish.

   ☑ **Theoretical Justification, Social Benefit or Significance:** a statement of why the research is important. Explain how the project/practicum is creative, innovative, or fills a gap in existing literature.

   ☑ **Specific Activities and Duration:** a statement describing the research for which support is requested.

   **Note:** If support is requested for instruction in foreign languages or specialized techniques that are not offered on the Ann Arbor campus, that request must be justified by a description of the research that will benefit from the new expertise.

   B) A **research budget.** The budget should match the activities described in the proposal. It should explain in detail the costs associated with each of these activities. If the total anticipated costs are greater than the amount requested, then explain what other resources are already available to support the remaining expenses. If funding is being requested from multiple sources, list those sources here. If a subsequent funding award creates an over award, SNRE must be notified with a revised budget. The budget should identify the funding source for each line item. The **budget template** outlines budget categories and format.

   **Note:** A meeting with the SNRE Financial Aid Coordinator, Diana Woodworth, to review the proposed budget is mandatory for all group members and the project’s faculty advisor(s).
C) A letter of support of no more than two pages, from the project/practicum advisor should address the following points:

(1) the clarity and coherence of the rationale for the project/practicum, (2) the significance of the research question being addressed,

(3) explain how the students’ education and expertise will enable them to carry out the proposed research,

(4) the relevance and reasonableness of the budget request for the activities proposed; and

(5) other resources available to support this research or obstacles facing the project/practicum students in securing other sources of funding. One letter should be submitted for the entire project/practicum.

6. Ineligible expenses include:

- Anything not directly related to the Master’s Project or Practicum.
- Computers, tablets, etc.
- Association memberships.
- Editing.
- Printing/copies of booklets, brochures, etc. for distribution.
- Student stipends
- Research conducted following the completion of degree requirements.
- University of Michigan tuition or fees.
- Normal living expenses such as rent, car repairs, child care, and utilities.
- Personal emergency situations — use Rackham Graduate Student Emergency Fund.
# BUDGET TEMPLATE
*(Use electronic forms on website)*

**BUDGET FOR** [provide practicum title]

**TIME PERIOD:** [specify beginning and end dates]

<table>
<thead>
<tr>
<th>AMOUNT</th>
<th>TOTALS</th>
</tr>
</thead>
</table>

## TRAVEL

Airfare [specify departure location & destination]
Rental Car [____ days @$____/day]
Rental Car insurance [____ days @$____/day]
Rental Car gas
Mileage (personal vehicle only) [_____ miles x .50/mi]
Public transportation [_____ days @$____/day]
Lodging [____ days @$____/day]
Facility Fees [____ days @$____/day]
Utilities [____ days @$____/day]
Meals: [____ days @$____/day]
Visas
Innoculations--list
Health insurance [_____ days @$____/day]
Other: specify

**Sub-Total** $0

## PERSONNEL

Hourly assistance [_____ hours @$____/hour]
Interpreter [_____ hrs @$____/hour]

**Sub-Total** $0

## COMMUNICATION

Phone card
Internet connection
Website
Postage
Photo copying

**Sub-Total** $0

## FIELD EQUIPMENT & SUPPLIES/MISC

[List out]

NOTE: reusable equipment is to be turned in to OAP at the conclusion of your research, to be available for other students in the future

**Sub-Total** $0

## GRAND TOTAL

| $0 |

## POTENTIAL FUNDING SOURCES

[list funding organizations, amount requested from each, and status of request--pending, declined, awarded]
GRAND TOTAL $0