

Course description: *Students will develop two extended essays based on seminal topics presented in required courses. Graded on satisfactory/unsatisfactory basis.*

Students normally enroll in EDUC 885-6, MEd Extended Essays in the term of or following completion of course work requirements. Students submit this form to the Faculty of Education, Graduate Programs office, with signatures, at least 2-3 weeks before the last day for graduate students to add courses or register late per the current SFU calendar.

On approval by the Director, Graduate Studies in Education, the student's signature below provides consent for Graduate Programs staff to register student in EDUC 885-6.

See protocols following.

Student Name	Student Number
Student Email	Signature and date

Title of Essay	Due Date¹	Results Date (no later than last day of term classes)
1 _____	_____	_____
2. _____	_____	_____

Changes to dates require notice to Graduate Programs from each person signing below and student. Send notice to educmast@sfu.ca.

All signing below agree to return marks and written comments in the case of a failing grade to the Senior Supervisor before the Results Date. The Senior Supervisor and Reader mark the essays.

	Name (Print)	Signature	Date
Senior Supervisor			
Reader Essay 1			
Reader Essay 2 (if different)			

Freedom of Information and Protection of Privacy - The information on this form is collected under the general authority of the University Act (R.S.B.C. 1996, c.468). It is related directly to and needed by the University to update your student record. If you have any questions about the collection and use of this information please contact the Director of Graduate Programs, Faculty of Education, Simon Fraser University, 778.782.4102.

Office Use Only.	
Course requirements completed: Yes No	
Approved _____	Date _____
Director, Graduate Studies in Education	
Registered _____	Date _____
Staff name	

Protocols for EDUC 885-6 MEd Extended Essays**1. Obtain Agreement from a Senior Supervisor**

MEd candidates should consult their Pro-tem Advisor to identify a Senior Supervisor for extended essays. The Senior Supervisor must be a tenure-track or tenured member of the Faculty of Education, Assistant Professor or above. The Senior Supervisor will identify a Reader for each essay. One reader may read both essays or each essay may have a unique reader.

The student will obtain signatures from Senior Supervisor, reader(s) and submit form to the Faculty of Education, Graduate Programs office.

2. Graduate Programs staff registers student in EDUC 885-6 MEd Extended Essays prior to the last day for graduate students to add courses or register late per the current SFU calendar. Student's signature on page 1 provides consent for Graduate Programs staff to register student in EDUC 885-6, provided student is eligible to register.

3. Set Scope and Title of the Extended Essays.

The student and Senior Supervisor will negotiate the title and scope for two essays. Ideally, this will occur not later than the end of week 2 of the term of enrolling in EDUC 885. Each essay must be a single-authored work that forms a capstone by relating to and extending the student's graduate coursework.

Each essay should be 15-25 pages in length plus cited references, tables, figures or other sidebar material.

4. Due Date(s).

Each essay is due to the Senior Supervisor at or prior to 16:30 on the Due Date recorded on this form. Essays must be Microsoft Word or .pdf formatted files. Style must be APA or Chicago. Graphics, figures, diagrams, photos and the like must be legible. The student should email one copy of the essay to the Senior Supervisor and another to educmast@sfu.ca for placement in the student's permanent file.

5. Essays Results Dates.

The Results Date must be not later than the last day of classes in the term in which the student enrolled in EDUC 885.

6. Marking the Essays and Communicating Results. The Senior Supervisor and the Reader will mark an essay satisfactory or unsatisfactory, and provide those marks plus comments or a review to the student. If the mark is unsatisfactory, a justification must be provided for that mark. The Reader(s) will send the commented file(s)/review(s) to the Senior Supervisor as Word or .pdf formatted no later than noon of the Results Date(s) recorded on this form.

The Senior Supervisor will prepare a brief memo for the student and the student's permanent file indicating the status, satisfactory or unsatisfactory, of each essay as adjudicated by the Senior Supervisor and the Reader. This memo will be emailed to the student and to educmast@sfu.ca not later than 17:00 on the Results Date(s).

7. Satisfactory essay results.

If both Senior Supervisor and Reader judge an essay is satisfactory, the essay is deemed satisfactory. Each essay must be deemed satisfactory to receive a mark of satisfactory for EDUC 885. A MEd student who receives a mark of satisfactory for EDUC 885 and who has completed all other requirements of her or his program will be recommended for the degree.

8. Unsatisfactory essay results.

If either the Senior Supervisor or Reader judges an essay is unsatisfactory on the student's first try, the student has the option to rewrite that essay for re-evaluation by the Senior Supervisor and the Reader. A student who elects not to do so will receive an unsatisfactory grade in EDUC 885 and will be required to withdraw.

When a second-try essay must be scheduled in the semester following the one in which the student first registered in EDUC 885, a mark of IP (In Progress) will be recorded for the first term of registration in EDUC 885.

A student who receives a mark of unsatisfactory on one or both essays on the second try will receive an unsatisfactory grade in EDUC 885 and will be required to withdraw from the program.

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