

## Creative Work Project (SPED 894) Checklist

**Submit ATC and Proposal for Culminating Experience Proposal Form\***, one semester prior to enrolling in SPED 894.

- ATC: Attach unofficial transcripts and proof of passing Writing English Proficiency (WEP) Obtain faculty advisor's signature; bring to Burk Hall 156 for Dept. Chair's signature. Once Dept. Chair approves, the Dept. will forward to the Dean's office for review, signature, and submission to the University Graduate Studies office.
- Culminating Experience Proposal Form: Obtain 2 faculty committee's signatures and bring to Burk Hall for the Dept. Chair's signature. Once the Dept. Chair signs, the Dept. will forward to the Dean's office for review, signature, and submission to the University Graduate Studies office.

\* **Determine if Human or Animal Research Approval is required**: review criteria at <http://research.sfsu.edu/protocol/>, and if required, submit documents for IRB Approval.

**Register for Culminating Experience course (SPED 894)\*\***, upon approval from Graduate Studies: Prior to enrolling in your Culminating Experience, check your Student Center to verify your approval status.

- If you do not complete the creative work project by the end of the semester of registration, you will receive a grade of "RP" (Report in Progress)\*. Do not register for the course again.
- Once creative work project is complete, submit a grade change petition form to faculty, changing grade from "RP" to "CR". After obtaining faculty signatures, bring to Dept. for Chair's signature.

\*\* **Continuous Enrollment Requirement**: If you do not complete your creative work project and earn your degree within 2 semesters (the semester of enrollment and one "grace semester") you must maintain continuous enrollment through CEL by registering for EDUC 499 online, <http://www.cel.sfsu.edu/>

**Download Creative Written Work guidelines\*\*\*** from Graduate Studies website,

<http://grad.sfsu.edu/sites/sites7.sfsu.edu.grad/files/assets/forms/creative-work-guidelines.pdf>

- **Feel free to use the template and guidelines as a reference for formatting your Creative Work project. However, your project DOES NOT go to Grad. Studies for formatting**

- **NOTE: A Creative Written Work is NOT THE SAME as a Creative Work Project**

\*\*\* **STUDENTS ENROLLED IN SPED 894 DO NOT REQUIRE A FORMAT CHECK.**

**Submit Report of Completion AND Bound Creative Work Project to the SPED Dept.**

- You can take your creative work project (either printed or on a flash drive) to the Campus Copy Center, Kinko's, etc. for printing and binding services using spiral or other binding.
- Report of Completion Form: Issued by your Faculty advisor. Attach abstract, obtain your committee signatures, and bring to BH 156 for Chair's signature. Once Chair approves, the Dept. will forward to the Dean's office for review, signature, and submission to the University Graduate Studies office
- **If your committee has changed, you will need to submit a "Committee Revision" form,** <http://grad.sfsu.edu/sites/sites7.sfsu.edu.grad/files/assets/forms/petition-for-committee-revision.pdf>
- Note: The bound Creative Work Project you submit with your Report of Completion will not be returned; it will be archived in the Cahill Learning Resources and Media Laboratory (BH 319)

**Provide Committee members with Electronic or Printed copy of Creative Work**