

Contract For Master's Writing Project: Written Communication

Responsibilities and Duties of Graduate Student:

In signing this contract, I acknowledge and agree to the following conditions:

1. I understand that I am to establish and maintain regular contact with my writing project director. Failure to meet or hold conversations with my director at least once a month, minimum, unless otherwise negotiated with my first reader, can invalidate this agreement.
2. Unless otherwise negotiated with my director, I am to submit the written work for my writing project, document by document, since timely input and guidance from my director throughout the process of completing the project is crucial to insure the optimum quality of the finished work. Therefore, I am not to submit a fully completed project for interim evaluations and comments. Failure to follow this procedure will result in having my director return the project unread so that it can be resubmitted in the appropriate manner.
3. I am to save any original research materials (surveys, taped interviews, student papers, transcripts, logs, etc.) until after my project has been completed, approved, and a grade received for the work. Often versions or parts of these materials appear in an appendix, but the original materials must be readily available to the director even if they are not included in the final form of the project.
4. If, in the judgment of my director, I have not made significant progress on the project within one calendar year, I am to submit a new proposal. My director who agreed to work with me on the proposal that I was unable to complete is under no obligation to continue in his/her role after the calendar year has expired.

Responsibilities for the Writing Project Director

In signing this contract, I acknowledge and agree to the following conditions:

1. As director of the graduate student's writing project, I am to provide constructive criticism of the graduate student's written work, from initial drafts to final editing.
2. As a director, I am to provide all initial and interim comments and guidance for the graduate student's work on the project and, along with the student, am to determine when proposals and documents are of sufficient quality to be submitted for approval.
3. As a director, I am to be available for meetings with the graduate student during regularly scheduled office hours, unless other, additional meeting times are mutually agreed to and convenient for myself and the student, and/or must be accessible by phone, mail, or email to stay in touch with the student about the progress of the work being done.
4. If, in my judgment as director, a student has not made significant progress on the project within one calendar year, I am to advise that student to submit a new proposal. As the director who originally agreed to work with the student, I am under no obligation to continue in my role after a calendar year has expired.

Project Director's Signature _____ **Date** _____

Student's Signature _____ **Date** _____