



# UNIVERSITY OF ST. FRANCIS

## TDEV 690 Comprehensive Project (4) Master of Science in Training and Development

The purpose of the Comprehensive Project is to provide:

- A culminating self-directed experience for the student that draws together the learning that has occurred throughout the Training and Development program.
- An opportunity to connect classroom learning with application in the workplace.
- A format in which the student can reflect on their learning experiences.
- An opportunity for an experience that will support the student's career advancement.
- Evidence of the student's knowledge, skills, and attitude to the University for purposes of assessment.

There are eight components to the Comprehensive Project:

1. the Student
2. defining, proposing, developing, and implementing a Project
3. identifying and working with a Sponsoring Organization
4. selecting and consulting with a Mentor/Expert
5. communicating and consulting with an Academic Advisor
6. producing the Documentation of the Project development and implementation
7. writing the Reflection on learning
8. conducting the Evaluation

### 1. Requirements of the Student:

- The Student must have completed 32 credit hours and be in the last semester of his or her program to take the Comprehensive Project.
- **At least 45 days before the start of the Project semester**, the Student must apply for graduation. Your credits will be audited to ascertain that you qualify to take the Comprehensive Project.
- **At least 30 days prior to the start of the Project semester**, the Student must submit the following forms to his or her Academic Advisor for approval of the Project:
  - i. Project Proposal
  - ii. Sponsoring Organization
  - iii. Mentor/Expert

These forms are available by calling 815-740-4295 or emailing [bkohl@stfrancis.edu](mailto:bkohl@stfrancis.edu)

- **At least one week before the start of the Project semester, the Student must register for TDEV 690.** It is a course for 4 credit hours, which is part of the 36 credit hours required for the MS in Training and Development. Students are charged tuition based on the current rates.
- **During the 7<sup>th</sup> week of the Project semester**, submit the Mid-Project Report to your Academic Advisor.
- **At least one week before the end of the semester**, the Student must complete all required work and submit the Documentation, Reflection, and Final Evaluation

forms. Incompletes are not given. Failure to complete the work will require that the Student register for an additional 4 credit hours.

Students are encouraged to talk with their Academic Advisor in advance to make sure their planned Project will be approved and can be in motion at the beginning of the Project semester.

2. The Project should be one that:
  - Is either at the very beginning stages or has not yet begun.
  - Incorporates multiple concepts in the curriculum of the Student's graduate program. (In other words, it does not just repeat an assignment from a specific course.)
  - Provides an opportunity for the Student to plan and structure his or her own learning.
  - Provides a process, product, and/or service on which the Student can reflect and evaluate his or her learning.

The Project should meet a need related to adult learning within a Sponsoring Organization. The need may be determined by one or more of the following:

- A directive from the Student's employer
  - A perceived need within the Student's employing organization
  - A requirement of regulation
  - An opportunity within a community organization
  - An opportunity beneficial to the Student's career advancement
  - A need identified with the collaboration of the Student's Academic Advisor
3. The Sponsoring Organization may be:
    - a. The Student's employing organization
    - b. An organization where the Student would like to make connections for career advancement.
    - c. An organization that would give the Student an opportunity to serve their community
    - d. The Student's own business.
    - e. An organization identified in collaboration with the Student's Academic Advisor. The responsibilities of the organization are to:
      - Agree to be the Sponsoring Organization.
      - Provide a representative who will authorize and evaluate the Project.
      - Confirm the need for this Project and its benefit to the organization.
      - Provide the support necessary for the successful completion of the Project. This may include providing for copying, mailing, travel expenses, software, etc.
  4. The Mentor/Expert acts as a content and process consultant for the Project. He or she:
    - Must agree to serve as a Mentor/Expert for the Student's Project
    - May or may not be an employee of the Sponsoring Organization
    - May or may not be employed by the same Organization as the student.
    - Must be more knowledgeable than the Student about significant aspects of the Project.

- Must provide their qualifications to be the Mentor/Expert on this specific Project to the Academic Advisor.
- Must be willing to consult with the Student, review the work that has been done, and make suggestions for direction and improvement.
- Must be willing to evaluate the final Comprehensive Project.

**The representative of the Sponsoring Organization and the Mentor/Expert cannot be the same person.**

The Mentor/Expert will receive an honorarium of \$100 upon completion of the Project and Final Evaluation.

5. The Academic Advisor is assigned by the University and serves as the monitor and facilitator of the process. He or she maintains contact with the student through the online format, by phone, or in person and answers questions and concerns, maintains records, evaluates the final Comprehensive Project, and assigns a grade.
6. The Documentation is evidence of the process and product of the Comprehensive Project. It includes all required final forms. In addition, it includes a copy of the Project proposal that was presented to the Sponsoring Organization, the Mentor/ Expert, and the Academic Advisor; the basis on which the Project will be evaluated; any journals, notes of significant meetings, research data, analyses, etc. that were part of the process; and the product or description of the service that was developed. The Documentation should be organized and presented in such a way that evaluators are able to locate and understand the scope and result of the Project. Copies of the Documentation must be submitted to the Sponsoring Organization, the Mentor/Expert, and the Academic Advisor for purposes of Evaluation.
7. The Reflection is a paper that records the Student's thoughts on the learning experience of the Comprehensive Project. It should make connections to specific concepts that were learned throughout the Training and Development program, what went right and what went wrong in the process of the Project, what was learned as a result of the Project, and how the experience will affect the Student's future career. This paper will be easier to write if the Student has made notes throughout the process. The Reflection is submitted to the Academic Advisor.
8. The Final Evaluation will be completed by the Student, the Sponsoring Organization, the Mentor/Expert, and the Academic Advisor. After all parties have evaluated and signed-off on the Project, the Academic Advisor will assign a grade based on the consensus of the above. In the case of a lack of consensus, the Academic Advisor will determine the grade. All work must be completed by one week prior to the end of the semester in which the student is enrolled in TDEV 690.

**Check List of Important Dates**  
TDEV 690 Comprehensive Project (4)  
Master of Science in Training and Development  
University of St. Francis

\_\_\_\_\_ **From the beginning of your program**, be thinking about an appropriate Comprehensive Project.

\_\_\_\_\_ **At any point in your program**, discuss possible Projects with your Academic Advisor.

\_\_\_\_\_ **At least 45 days before the start of the Project semester**, the Student must apply for graduation. Your credits will be audited to ascertain that you qualify to take the Comprehensive Project.

\_\_\_\_\_ **At least 30 days prior to the start of the Project semester**, the Student must submit the following forms to their Academic Advisor for approval of their Project:

- Project Proposal
- Sponsoring Organization
- Mentor/Expert

\_\_\_\_\_ **At least one week before the start of the Project semester, the Student must register for TDEV 690.** It is an online course for 4 credit hours, which is part of the 36 credit hours required for the MS in Training and Development. Students are charged tuition based on the current rates. Call the Registrar's Office to register or register online.

\_\_\_\_\_ **During the 7<sup>th</sup> week of the Project semester**, submit the Mid-Project Report to your Academic Advisor.

\_\_\_\_\_ **At least 7 days before the end of the semester**, submit to your Academic Advisor:

- The Documentation of your Comprehensive Project
- The Reflection of your Comprehensive Project
- Final Evaluation by Student
- Final Evaluation by Sponsoring Organization
- Final Evaluation by Mentor/Expert

Application for graduation and all forms for the Comprehensive Project are available by calling 815-740-4295 or emailing [bkohl@stfrancis.edu](mailto:bkohl@stfrancis.edu)

## Project Proposal

TDEV 690 Comprehensive Project (4)  
Master of Science in Training and Development  
University of St. Francis

Project to be completed during

\_\_\_\_\_ fall

\_\_\_\_\_ spring

\_\_\_\_\_ summer term of 20\_\_\_\_\_

Student's name

SS#

Address

City

State

Zip Code

Day Phone

Email

The goals of the Project are:

For additional space, this box will expand when you type into it.

Approvals on reverse side

**Approvals:**

Sponsoring Organization

Name of Authorized Representative

Title

Date

\_\_\_Approval of the Project Proposal

\_\_\_Not Approved

Mentor/Expert

Date

\_\_\_Approval of the Project proposal

\_\_\_Not Approved

Academic Advisor

Date

\_\_\_Approval of the Project Proposal

\_\_\_Not Approved

FAX to 815-740-3537

Or mail to Academic Advisor, MS in Training and Development, University of St. Francis, 500 Wilcox Street, Joliet, IL 60435

**Sponsoring Organization**  
TDEV 690 Comprehensive Project (4)  
Master of Science in Training and Development  
University of St. Francis

Student's name

Day Phone

Email

The responsibilities of the Sponsoring Organization are to:

- Agree to be the Sponsoring Organization.
- Provide a representative who will authorize and evaluate the Project.
- Confirm the need for this Project and its benefit to the organization.
- Provide the support necessary for the successful completion of the Project. This may include providing for copying, mailing, travel expenses, software, etc.

Sponsoring Organization

Authorized Representative

Title

Address

City

State

Zip Code

Day Phone

Email

This Organization agrees to sponsor this Comprehensive Project, and I agree to be the Representative.

Signature of Representative

Date

FAX to 815-740-3537

Or mail to Academic Advisor, MS in Training and Development, University of St. Francis, 500 Wilcox Street, Joliet, IL 60435

Approved by Academic Advisor

Date:

**Mentor/Expert**  
TDEV 690 Comprehensive Project (4)  
Master of Science in Training and Development  
University of St. Francis

Student's name

Day Phone

Email

The Mentor/Expert acts as a content and process consultant for the Project.  
He or she:

- Must agree to serve as a Mentor/Expert for the Student's Project
- May or may not be an employee of the Sponsoring Organization
- May or may not be employed in the Student's organization
- Must be more knowledgeable than the Student about significant aspects of the Project.
- Must provide their qualifications to be the Mentor/Expert on this specific Project. (**Attach sheet of qualifications**)
- Must be willing to consult with the Student, review the work that has been done, and make suggestions for direction and improvement.
- Must be willing to evaluate the final Comprehensive Project.

**The representative of the Sponsoring Organization and the Mentor/Expert cannot be the same person.**

The Mentor/Expert will receive an honorarium of \$100 upon completion of the Project and Final Evaluation.

Mentor/Expert

Title

Address

City

State

Zip Code

Day Phone

Email

I agree to serve as the Mentor/Expert for this Comprehensive Project.

Signature of Mentor/Expert

Date

FAX to 815-740-3537 Or mail to Academic Advisor, MS in Training and Development, University of St. Francis,  
500 Wilcox Street, Joliet, IL 60435

Approved by Academic Advisor

Date:

**Mid-Project Report**  
TDEV 690 Comprehensive Project (4)  
Master of Science in Training and Development  
University of St. Francis

Student's name

Day Phone

Email

*These boxes will expand as you type into them.*

The progress on goals that has been accomplished to this point is:

The work that still needs to be done to accomplish the goals is:

I have concerns about or need help with:

Sponsoring Organization

Name of Authorized Representative

Title

Date

Approval of the Mid-Project Report

Not Approved

Mentor/Expert

Date

Approval of the Mid-Project Report

Not Approved

Academic Advisor

Date

Approval of the Project Proposal

Not Approved

FAX to 815-740-3537

Or mail to Academic Advisor, MS in Training and Development, University of St. Francis, 500  
Wilcox Street, Joliet, IL 60435

**Final Evaluation by Student**  
TDEV 690 Comprehensive Project (4)  
Master of Science in Training and Development  
University of St. Francis

Student's name

Day Phone

Email

1. The student selected appropriate processes and strategies for the project.

strongly agree

agree

disagree

other (explain)

Comments:

2. The student worked effectively with other stakeholders in the project.

strongly agree

agree

disagree

other (explain)

Comments:

3. The student's decisions reflected an understanding of adult learning and motivation.

strongly agree

agree

disagree

other (explain)

Comments:

4. The student used effective methods of research, needs assessment, and evaluation.

strongly agree

agree

disagree

other (explain)

Comments:

5. The student showed proficient use of technology.

strongly agree

agree

disagree

other (explain)

Comments:

6. The student demonstrated excellent verbal, written, and/or presentation skills.

strongly agree

agree

disagree

other (explain)

Comments:

7. The goals of the project were met.

strongly agree

agree

disagree

other (explain)

Comments:

8. The anticipated long-range results of this project for the Sponsoring Organization are:

I would rate the overall performance of the student on this project as:

**A-Excellent:** The student performed in a consistently active, accurate, creative and independent manner. An ability was demonstrated not only to master the Project material, but to synthesize and evaluate what was learned.

**B-Very Good:** The student was able to master the Project content and often demonstrated creative thought and independence but did not give evidence of consistency in excellence.

**C-Minimum passing grade**

**F-Failure** The student failed to meet the basic expectations of the Project.

Signature of Student

Date

FAX to 815-740-3537. Or mail to Academic Advisor, MS in Training and Development,  
University of St. Francis, 500 Wilcox Street, Joliet, IL 60435

**Final Evaluation by Sponsoring Organization**  
TDEV 690 Comprehensive Project (4)  
Master of Science in Training and Development  
University of St. Francis

Student's name

Day Phone

Email

1. The student selected appropriate processes and strategies for the project.

strongly agree

agree

disagree

other (explain)

Comments:

2. The student worked effectively with other stakeholders in the project.

strongly agree

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disagree

other (explain)

Comments:

3. The student's decisions reflected an understanding of adult learning and motivation.

strongly agree

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other (explain)

Comments:

4. The student used effective methods of research, needs assessment, and evaluation.

strongly agree

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disagree

other (explain)

Comments:

5. The student showed proficient use of technology.

\_\_\_strongly agree

\_\_\_agree

\_\_\_disagree

\_\_\_other (explain)

Comments:

6. The student demonstrated excellent verbal, written, and/or presentation skills.

\_\_\_strongly agree

\_\_\_agree

\_\_\_disagree

\_\_\_other (explain)

Comments:

7. The goals of the project were met.

\_\_\_strongly agree

\_\_\_agree

\_\_\_disagree

\_\_\_other (explain)

Comments:

8. The anticipated long-range results of this project for the Sponsoring Organization are:

I would rate the overall performance of the student on this project as:

\_\_\_**A-Excellent:** The student performed in a consistently active, accurate, creative and independent manner. An ability was demonstrated not only to master the Project material, but to synthesize and evaluate what was learned.

\_\_\_**B-Very Good:** The student was able to master the Project content and often demonstrated creative thought and independence but did not give evidence of consistency in excellence.

\_\_\_**C-Minimum passing grade**

\_\_\_**F-Failure** The student failed to meet the basic expectations of the Project.

Sponsoring Organization

Signature of Representative

Title

Date

FAX to 815-740-3537 Or mail to Academic Advisor, MS in Training and Development,  
University of St. Francis, 500 Wilcox Street, Joliet, IL 60435

**Final Evaluation by Mentor/Expert**  
TDEV 690 Comprehensive Project (4)  
Master of Science in Training and Development  
University of St. Francis

Student's name

Day Phone

Email

1. The student selected appropriate processes and strategies for the project.

strongly agree

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other (explain)

Comments:

2. The student worked effectively with other stakeholders in the project.

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Comments:

5. The student showed proficient use of technology.

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agree  
disagree  
other (explain)

Comments:

6. The student demonstrated excellent verbal, written, and/or presentation skills.

- strongly agree  
agree  
disagree  
other (explain)

Comments:

7. The goals of the project were met.

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other (explain)

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**B-Very Good:** The student was able to master the Project content and often demonstrated creative thought and independence but did not give evidence of consistency in excellence.

**C-Minimum passing grade**

**F-Failure** The student failed to meet the basic expectations of the Project.

Signature of Mentor/Expert

Date

FAX to 815-740-3537 Or mail to Academic Advisor, MS in Training and Development,  
University of St. Francis, 500 Wilcox Street, Joliet, IL 60435

## **Final Evaluation by Academic Advisor**

TDEV 690 Comprehensive Project (4)  
Master of Science in Training and Development  
University of St. Francis

Student's name

Day Phone

1. The student selected appropriate processes and strategies for the project.

strongly agree

agree

disagree

other (explain)

Comments:

2. The student worked effectively with other stakeholders in the project.

strongly agree

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disagree

other (explain)

Comments:

3. The student's decisions reflected an understanding of adult learning and motivation.

strongly agree

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disagree

other (explain)

Comments:

4. The student used effective methods of research, needs assessment, and evaluation.

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other (explain)

Comments:

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Comments:

6. The student demonstrated excellent verbal, written, and/or presentation skills.  
 strongly agree  
 agree  
 disagree  
 other (explain)  
Comments:

7. The goals of the project were met.  
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 disagree  
 other (explain)  
Comments:

8. The anticipated long-range results of this project for the Sponsoring Organization are:

I would rate the overall performance of the student on this project as:

**A-Excellent:** The student performed in a consistently active, accurate, creative and independent manner. An ability was demonstrated not only to master the Project material, but to synthesize and evaluate what was learned.

**B-Very Good:** The student was able to master the Project content and often demonstrated creative thought and independence but did not give evidence of consistency in excellence.

**C-Minimum passing grade**

**F-Failure** The student failed to meet the basic expectations of the Project.

Final Grade

Signature of Academic Advisor

Date

FAX to 815-740-3537 Or mail to Academic Advisor, MS in Training and Development,  
University of St. Francis, 500 Wilcox Street, Joliet, IL 60435