1. Introduction

This document provides and outline the scope, requirements and procedures associated with the Professional Project Paper in the MASc Program in Environmental Applied Science and Management. It should be used in conjunction with the Senate Policy #164, Graduate Status, Enrollment, and Evaluation, and Procedures.

2. Scope

The Project option is intended for students following a professional career path. The Project Paper is based on a scholarly investigation of a topic related to Environmental Applied Science and Management. The range of acceptable topics, approaches and methodologies is broad; however, the Project research should be empirical in nature, dealing with issues from an applied perspective. For example, the Project may be an applied case study exploring how an agency or company might optimally address an issue.

The development and execution of the Project is undertaken under the direction of a faculty supervisor.

Upon completion, the Project is submitted in a written report to the faculty supervisor and is defended by the student before an Examining Committee.
3. **Project Research Proposal Approval and Submission**

<table>
<thead>
<tr>
<th>Master’s Project Proposal approved by the faculty supervisor, Supervisory Committee (if applicable) &amp; Program Director</th>
<th>Full-time Students</th>
<th>Part-time Students</th>
</tr>
</thead>
</table>
| BEFORE the end of term 2 in year 1 and ES8930 Seminar enrollment | BEFORE the 10th course and ES8930 Seminar enrollment.

3.1. A project paper proposal approved by the student faculty supervisor and the ensciman program director is the prerequisite to request course enrollment in ES8930 Seminar.

3.2. A Master’s Professional Project Paper Proposal Approval Form is available in the end of this document. Use this form as a cover sheet for the Project Paper Proposal. Read information about Research Milestone Registration and the requirement of the Progress Report submission outlined in the form.

3.3. A part-time graduate student may enroll in a maximum of two courses in a term. A Project part-time student may enroll in one course after the Master’s Project Milestone enrollment in RAMSS.

4. **Roles of the Student, the Faculty Supervisor and the Second Reader**

4.1 **The student will:**
- Regularly consult with the faculty supervisor and, if applicable, the Supervisory committee.
- Prepare and submit a Project Paper Proposal. Refer to the “[Master’s Thesis/Professional Project Paper Proposal Guidelines](#)”.  
  - Where research involving animal or human subjects is planned, obtain ethics review approval in advance of undertaking the research. Do note that ethics review applications take time to process so it is wise for students planning such research to build this into their scheduling. Details of the ethics review application are available in the university [Research Ethics](#) web site.
  - In consultation with the faculty supervisor, establish a timeline for research and writing. Students should recognize that producing multiple drafts is a normal and expected aspect of writing the Project Paper.
  - Prepare the Project Paper written to a professional standard and conforming to normal scholarly standards.
  - Consult with the faculty supervisor concerning the second reader of the Project Paper (refer to 4.4).
  - Undertake the necessary preparations for and participate in the oral examination of the Project Paper.
  - Complete revisions as necessary.
  - Submit the approved Project Paper in the appropriate format(s) following the guidelines developed by the Yeates School of Graduate Studies. The responsibility for submitting the Project Paper in the correct format rests with the author.
4.2 Role of the Faculty Supervisor

The faculty supervisor’s responsibilities include:

- With the student and, if applicable, the Supervisory Committee, mutually establishing a schedule of contact.
- Aiding in the development of the focus for the Project.
- Approving the Project Paper Proposal. Once approved, the faculty supervisor will send a copy of the completed and signed Proposal Approval Form to the Program Administrator.
- Guiding the student’s research/writing and requiring revisions of the Project Paper as necessary.
- Declaring a completed draft is ready for examination.
- Determining, in consultation with the student, the second reader of the Project Paper.
- Scheduling the oral examination.
- Subsequent to the oral examination, advising the student concerning any required revisions of the Project Paper prior to final submission, and attesting to the acceptability of the final document.

A student completing a Research Project may have co-supervisors.

4.3 Role of the Supervisory Committee

A supervisory committee is not required for a Master’s project. However, the student and supervisor may elect to form a Supervisory Committee to provide guidance and support to a student in developing and conducting the research project. The committee will be formed prior to the start of the student’s second semester of study. In addition to the principal faculty supervisor(s), the supervisory committee will comprise one or two additional YSGS faculty members, at least one of whom is an ensiman faculty member. One member of the Supervisory Committee (in addition to the Supervisor) can participate in the Master’s Project Examination, but this will be in addition to, not in place of, a second reader.

4.4 Role of the Second Reader

The second reader represents an additional academic reviewer of the student’s work. The second reader is not a co-supervisor. The second reader is identified through a consultation between faculty supervisor(s) and the student. Typically, the second reader will be asked to read a Project Paper only when the faculty supervisor has deemed a completed draft satisfactory and a defense date has been established.

5 Evaluation of the Student’s Progress in a Professional Project

A graduate student will meet with the faculty supervisor at least once a term to complete a Graduate Student Progress Report while he/she is actively enrolled in the Program. The faculty supervisor will indicate whether or not a student has made satisfactory research progress in this report. Failure to submit a Progress Report will be judged as unsatisfactory progress in the master’s research milestone. Refer to Senate Policy #164, Procedures, Section 18.
The first unsatisfactory (UNS) progress in a progress report or first failure in a course will put a student in the provisional academic standing which will be a permanent record in the student’s academic transcript. A second UNS progress and/or course failure will result in involuntary program withdrawal as academic failure. Refer to Senate Policy #164, Section 7 Academic Standing.

6 Format of the Project Paper

The body of the text of a project paper should be between 40 and 50 pages in length.

The responsibility to submit a correctly formatted project paper according to the YSGS thesis formatting and submission guidelines rests solely with the author. A student will not be cleared to graduate on the basis of submitting a project paper with formatting errors.

The Project Paper must be formatted according to the YSGS guidelines with two exceptions which are (a) the Project Paper cover-page, and (b) the Author’s Declaration Page. Use the templates provided in the end of this document.

As a courtesy, the program administrator may provide feedback on the format of the paper before the defence provided (a) the draft has all the major components (front matter, some part of the main body, back matter) and (b) the two different page number systems have been set-up according to the YSGS thesis formatting guidelines. The draft in pdf format may be sent by email to ensciman@ryerson.ca.

7 Master’s Professional Project Oral Examination

7.1 The minimum composition of a Master’s Project Examination Committee¹:

- The student’s Faculty Supervisor
- The Chair of the Examining Committee (Program Director or designate)
- The Second Reader (YSGS Faculty member within the EnSiMan program)

¹ Refer to Senate Policy #164, Procedures, Section 20.2.
7.2 Scheduling a Master’s Project Oral Examination

<table>
<thead>
<tr>
<th>Student’s Last Term of Program Registration</th>
<th>Fall 2019</th>
<th>Winter 2020</th>
<th>S/S 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>The dates below are listed in <strong>REVERSED</strong> chronological order.</td>
<td></td>
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<tr>
<td>a. Final date to clear graduation requirements and not to enrol in the program in the following term.</td>
<td>Friday, Jan 24, 2020</td>
<td>Before Noon Friday, May 8, 2020</td>
<td>TBA¹</td>
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<tr>
<td><strong>Aim to complete all requirements to graduate at least one working day before the applicable deadline</strong> indicated in the columns in the right</td>
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<td></td>
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</tr>
<tr>
<td>b. Last working day when a defence may be scheduled (3 weeks before the last date to clear graduation requirements). An earlier defence date is HIGHLY recommended.</td>
<td>Friday, Dec 20, 2019 (before Noon)</td>
<td>Friday, Apr 17, 2020</td>
<td>Friday, Aug 28, 2020</td>
</tr>
<tr>
<td>Masters defences are normally two-hour long. Most defences take place at 10 am-12 noon Noon Or 2:00-4:00 pm.</td>
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<tr>
<td>c. Delivering a hard copy of the project paper to the chairperson and each of the examining committee members: 3 weeks before the planned defence date or before the appropriate date in the right column (whichever comes first).</td>
<td>Nov 29, 2019</td>
<td>Friday, Mar 27, 2020</td>
<td>Friday, Aug 7, 2020</td>
</tr>
<tr>
<td>Refer to information in 7.2.1 to 7.2.2 below.</td>
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</table>

7.2.1 When the faculty supervisor deems a student’s project paper is ready to go forward for a defence, he/she will assemble an Oral Examining Committee after consultation with the student.

7.2.2 The faculty supervisor will
(a) invite an EnSciMan faculty member to be a 2nd Reader (refer to 4.2, 4.3, 4.4 and 7.1. above),
(b) discuss with the examining committee members and the student to come up with a mutually agreeable date and time for the defence, and
(c) inform the Program Director by email (copy to ensciman@) the date/time of the planned defence, names of the examining committee members and the title of the student’s project paper about 3 weeks before the proposed defence date.

**No examinations will be set any sooner than two weeks after the draft is distributed to the examiners.**

7.3 Conduct of the Oral Examination (Master’s): refer to Senate Policy #164, Procedures, Section 20.3.

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¹ Refer to the Fall 2020 term list of dates when the [2020-2021 YSGS Significant Dates](#) are available online.
7.4 Distribution of the project paper: The student will provide the final paper for examination to each examining committee member three weeks before the defence, and no less than ten working days prior to the defence. No defence will be held any sooner than ten working days after the paper is distributed. Examining committee members may request for digital and/or hard copy as necessary.

7.5 The Program Administrator (PA) will reserve a room for the oral defence. The examining committee and the student will be informed the location of the defence about nine days before the defence provided the defence is booked three weeks before the date of the defence. Otherwise, the location of the defence will be provided when a room is booked.

7.6 Presentation Equipment during the Oral Defence: If power point presentation will be used during the defence, the student will bring his/her own lap-top to the defence. The student is responsible for setting up the presentation equipment before the defence begins. Apple computer users must bring a “mini Display Port to VGA adapter” or ensure the laptop has a HDMI port.

There is no computer technical support in YSGS. Before the date of the defence, students may contact the program administrator to book a time to practice setting up the presentation equipment to ensure compatibility.

8. Completing of the MASc Professional Project Paper Milestone

Graduate students must maintain continuous registration until degree completion. Graduate students are required to pay the appropriate program fee in every term including the term in which the completion of degree requirements is anticipated.

To complete the Master’s Project Paper Milestone, items listed below must be fulfilled before the appropriate deadline to clear the requirements to graduate in a term.

Students are STORNGLY encouraged to aim to complete the degree requirements AT LEAST ONE WORKING DAY BEFORE the applicable YSGS “final date to clear outstanding graduation requirements “ published in the online YSGS Significant Dates.

8.1 Student Responsibilities
- complete the post-defence corrections required by the oral examining committee members as soon as possible after a defence is over. The faculty supervisor needs time to review the post-defense corrections completed by the student before he/she may verify that the project paper is acceptable.
- Submit an electronic version (pdf format) of the final corrected version of the project paper to the faculty supervisor (see 8.2 below).
8.2. **Faculty Supervisor’s Verification:** When the faculty supervisor is satisfied with the post-defence project paper corrections made by the student, the faculty supervisor will

(i) write to the program by e-mail (ensciman@ryerson.ca) to attest the acceptability of the project paper as a final corrected version;

(ii) attach to the e-mail the final corrected version of the project paper (pdf format); and

(iii) copy the same verification e-mail to the student so that the student knows that the verification and the paper have been sent to the program.

If major revisions of the project paper are required by the examining committee, the verification e-mail will be sent by the Chair of the Oral Examining Committee instead of the faculty supervisor (Senate Policy #164, Procedures, Section 21.9).

8.3. **The program administrator will not accept the project paper from the student without the faculty supervisor’s verification email.** If any of the items mentioned above (8.1 and 8.2) are not received in time or the format the paper does not comply with the YSGS thesis formatting regulations, the student will be denied to graduate. A student who has been denied to graduate will be enrolled in the program as an active student or withdrawn from the program (if the maximum term for program enrollment has passed); actively enrolled students are responsible for paying the program fees.

8.4. The deadline to clear the degree requirements to graduate in each term published in the YSGS Significant Dates is an absolute deadline and is not subject to negotiation. The program administrator is not authorized to make any exception or to extend any deadline established by YSGS.

9. **Other Information about the Master’s Project Paper**

- The master’s project paper (pdf) will be forwarded to the university’s Library by Graduate Studies. The pdf file will be publicly accessible by the student’s future employer and associates via the university library website.

- Revisions to the project paper WILL NOT be accepted after the faculty supervisor sent the final corrected version to the program with the verification email.
Environmental Applied Science and Management Programs

Master’s Professional Paper Proposal Approval Form

Submission instructions: Submit the approved research proposal and this form as an email attachment (in pdf format) to the ensclman Program Director (copying ensclman@ryerson.ca). The form must be signed by the faculty supervisor as his/her approval of the research proposal. Alternatively, these items may be dropped off at the Graduate Studies Administration Office during normal office hours.

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Student ID #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proposed or Working title of the project paper proposal</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name of the Faculty Supervisor</th>
<th>(Print)</th>
</tr>
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<tbody>
<tr>
<td>Name of the Co-supervisor (if applicable)</td>
<td>(Print)</td>
</tr>
<tr>
<td>Supervisory Committee Names (if applicable, refer to 4.3. above)</td>
<td>(Print)</td>
</tr>
</tbody>
</table>

I and the supervisory committee (if applicable) have read and approved the attached proposal submitted by the student.

___________________________________  __________________________ ___
Principal Faculty Supervisor Signature                             Date

Approval by Program Director

____________________________  _______________________
Program Director Signature      Date

After approval by the Program Director, the student will be officially enrolled in the master’s research milestone. Confirmation of milestone enrollment will be sent by email by the Program Administrator.

Progress Report: A student who is enrolled in the research Milestone must see his/her faculty supervisor at least once a term to review the research progress. The Report will be used by the faculty supervisor to comment on and report the student’s research progress. A student who fails to submit a progress report will be judged as not making any satisfactory progress in the research and a UNS (unsatisfactory) will be recorded in the student’s research milestone. UNS is equivalent to an F grade.¹

The Progress Report submission deadline is due in the first month of a term; refer to the YSGS Significant Dates for the deadline to submit a completed and signed report. The Progress Report form is available online in the ensclman website> Current Students > Forms & Guidelines > MASc Forms and Guidelines.

Office use: ☐ EASM Access DB / ☐ RAMSS Milestone / ☑ ES8930 enrollment (term_______) / ☑ email confirmation
The paper title goes here. It must be in CAPITAL LETTERS.

by

Full name of the author

past degrees, universities, year of graduation

A Professional Project Paper presented to Ryerson University
in partial fulfillment of the requirement for the degree of

Master of Applied Science
in the Program of
Environmental Applied Science and Management

Toronto, Ontario, Canada, yyyy
© name of Author yyyy

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1 year of the convocation
AUTHOR'S DECLARATION

I hereby declare that I am the sole author of this project paper. This is a true copy of the project paper including any required final revisions, as accepted by my examiners.

I authorize Ryerson University to lend this project paper to other institutions or individuals for the purpose of scholarly research I further authorize Ryerson University to reproduce this project paper by photocopying or by other means, in total or in part, at the request of other institutions or individuals for the purpose of scholarly research.

I understand that my project paper may be made electronically available to the public.
ABSTRACT

The body of abstract must be in double line spacing. The body of the abstract total words count should not exceed 150 words.