Concordia University
Saint Paul, Minnesota

This thesis for the
Master of Arts in Organizational Management degree

(Title of thesis. Sample: Professionalism in the Field of Education)

By

(Name of student)

Has been approved by a committee composed of the following members:

________________________________________________________________________
Chair

________________________________________________________________________
Chair
This capstone is dedicated to my dog, Lucy.

She was patient during all the nights I did not go out to play with her while working on this project.

(The entire capstone should be single-sided, but for the sake of saving paper, this sample is double-sided.)
Acknowledgements

This page is personal and can be set up in a less formal manner. You should include the word “Acknowledgement” at the top. You can use bullets and paragraphs. It goes on its own page. It is a page thanking individuals who have helped with the capstone process. This page is optional. It might look like:

I want to thank the following people for helping me complete my capstone:

- My mother, who always had a hearty Sunday dinner to look forward to.
- My mentor, Professor Green, who taught me how to research articles.
- My neighbor Beth, who took my dog Lucy on walks when I was unable to so I could study.
- My advisor, Dr. Brown, who so patiently went over four drafts of this project with me.

Thank you each from the bottom of my heart. I couldn’t have done it without you.
Abstract

The abstract sums up your paper in a paragraph. It outlines your business plan, answer to the burning question you address, or sums up the results of your research. Unlike the rest of the paper, the paragraph is flush left (no indentation). Abstracts should not exceed 120 words. Only include four or five of the most important concepts and be as brief and concise as possible.
## TABLE OF CONTENTS

Abstract

Chapter One: Introduction

- Statement of the Problem
- Definition of Professionals
- Components of Professionalism
- Requirements for Entry
- Specialized Knowledge and Expertise
- Prolonged Training
- Standards of Practice
- Distance from Clients
- Altruism
- Autonomy
- Code of Ethics

Description of the Project

Implications for the Field of Nonprofit Business

Conclusion

Chapter Two: Literature Review

- Statement of the Problem
- Significance of Professionalism
- Components of Professionalism
- Requirements for Entry
- Specialized Knowledge and Expertise
- Prolonged Training
- Professional Standards
- Altruism
- Professional Autonomy
- Code of Ethics
- Distance from Clients

Current Knowledge of Professionalism

Professionalism in Other Fields

Conclusion

Chapter Three: Description of Project

- Statement of the Problem
- Rationale for the Project
- Description of the Project

Conclusion

Chapter Four: Professionalism and the Early Childhood Practitioner: Training Modules

Table of Contents

Introduction

Module One: What is Professionalism?
Module Two: Ethics
Module Three: Professional Behaviors
Module Four: Professional Development
Appendix
Chapter Five: Conclusion
  Statement of the Problem
  Implications for the Field
  Conclusion
References
Appendix (if relevant)
Chapter One
Introduction

Statement of the Problem

Nonprofit organizations need to have a definition of professionalism to assist the field in guidelines and to have consistency across the country. Research indicates 13 million nonprofit organizations in the United States have no definition of professionalism in their vision statements (MaLarky, 2008). This project will lay out guidelines for developing a definition and incorporating it into Human Resource guidelines for consistency in the field of nonprofit business.

Statistics of Present Practice

In the current business world, nonprofit organizations have such and such, and the statistics include x, y, and z. I am repeating the paragraph above just to show you what the formatting should look like. This project will lay out guidelines for developing a definition and incorporating it into Human Resource guidelines for consistency in the field of nonprofit business.
Chapter Two

Literature Review

*Heading*

Literature reviews can be organized by topic, supported or not supported by various researchers, or by researchers.
Chapter Three
Research Methodology

Early childhood practitioners range from in-home daycare with one child to daycare centers for large corporations, such as Google, Inc., with over 100 children cared for per day. In order to find out how employees feel about professionalism, what organizations successfully incorporate professionalism into their services, and what ideas individuals have to improve the situation, the author devised three ways of researching the current situation: a survey.

Survey


Interviews


Data Collection


Data Analysis

Chapter Four
Professionalism and the Nonprofit Business Modules

Statement of the Problem

Chapter Five
Conclusion

Summary of Results


Recommendations

References

Make sure you follow APA formatting, including using hanging indents.