



Center for Global Affairs

New York University

Graduate Thesis & Capstone Projects 2008/2009 Academic Year Dates & Special Conditions

GRADUATE THESIS & CAPSTONE ESSENTIALS EVENT

April 24, 2009 6:00 – 8:00 pm
Woolworth, room 430

All Students planning to enroll in their Graduate Thesis during the Fall `09 or the Spring and Summer `10 semesters are STRONGLY encouraged to attend. THIS CRITICAL SESSION IS ONLY OFFERED ONCE A YEAR!

Important information regarding research, planning, publishing, the use of interviews and Human Subjects will be discussed. Requirements and deadlines will be addressed and important materials distributed.

Students will also have an opportunity to discuss their projects with MSGA faculty during the reception following the presentation.

SUMMER SEMESTER SPECIAL CONDITIONS

- The MSGA Department recommends that all students enroll in their Graduate Thesis during the Fall or Spring semesters. However, students may request permission to submit their Graduate Thesis during the Summer semester with the understanding of the following conditions:
 - Limited Available Resources:
 - Full time faculty are not available for advisement during the summer semester
 - Many MSGA adjunct professors use the summer for their own research and travel
 - Shorter timetable to complete Thesis
 - Administrative resources are limited during the summer
- To be eligible to “walk” in the May convocation event, students must:
 - Have completed all other degree requirements by the end of Summer Session II
 - Submitted the Graduate Thesis Agreement form by April 2.
- Once the department receives the signed Graduate Thesis/Capstone Agreement, students will be enrolled in Y45.3900 Graduate Thesis/Capstone course during Summer Session I by the MSGA department.

Graduate Thesis & Capstone Projects 2009/2010 Academic Year Deadlines

FALL 2009 SEMESTER DEADLINES:

Approval of Topic and Faculty Supervision:

- **November:** Students are encouraged to attend the Writing/Research workshop given by Professor Galeotti, Date TBA
- **April 24, 2009:** Students are encouraged to prepare a draft abstract of their project for submission to potential faculty advisors at the Graduate Thesis/Capstone Essentials event on April 24, 2009
- **May 15, 2009:** Students must obtain advisor approval and signature on their Graduate Thesis /Capstone Agreement and submit to CGA Department via MyKellann Ledden
- **September 8, 2009:** Draft Proposal must be submitted to advisor
- *****NEW Research Design and Methods Class*****
 - **More information TBA**
- **September 22, 2009:** Final Proposal must be submitted to advisor

Final Project:

- **November 24, 2009:** Final Paper must be turned in to advisor.

SPRING 2010 SEMESTER DEADLINES:

Approval of Topic and Faculty Supervision:

- **November:** Students are encouraged to attend the Writing/Research workshop given by Professor Galeotti, Date TBA
- **December 11, 2009:** Students must obtain advisor approval and signature on their Graduate Thesis/Capstone Agreement and submit to CGA Department via MyKellann Ledden
- **January 19, 2010:** Draft Proposal must be submitted to advisor
- **Research Design and Methods “Boot Camp”**
 - **Dates TBA**
- **February 2, 2010:** Final Proposal must be submitted to advisor

Final Project:

- **April 19, 2010:** Final Paper must be turned in to advisor.

SUMMER 2010 SEMESTER

Please notify the department at the start of the Spring 2010 semester if you would like to request Summer 10 enrollment.

- **November:** Students are encouraged to attend the Writing/Research workshop given by Professor Galeotti, Date TBA
- **April 2, 2010:** Students must obtain advisor approval and signature on their Graduate Thesis/Capstone Agreement to be eligible to walk in the May convocation.
- Students are encouraged to prepare a draft abstract of their project for submission to potential faculty advisors at the Graduate Thesis/Capstone Essentials event. Date TBA
- **May 14, 2010:** Final deadline to submit signed Graduate Thesis/Capstone Agreement in order to be registered for the course.
- **June 1, 2010:** Final Proposal must be submitted to advisor.

Final Project:

- **August 23, 2010:** Final Paper must be turned in to advisor.



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Graduate Thesis & Capstone Projects 2009/2010 Academic Year Guidelines

ALL STUDENTS 2009/2010 GRADUATE THESIS/CAPSTONE STUDENTS SHOULD ATTEND THE GRADUATE THESIS/CAPSTONE ESSENTIALS EVENT ON APRIL 24, 2009

GRADUATE THESIS

A.) Approval of Topic and Faculty Supervision

Topics should principally relate to the student's area of concentration but may also address other relevant subject areas.

Study must be under the direction of full or part-time faculty.

Students are responsible for locating their own faculty sponsor.

Graduate Thesis Advisor/Advisee Agreement

Students must prepare a one (and no more than two) page document declaring their topic and faculty supervisor. It is the student's responsibility to submit this signed agreement to the department by the published deadline. The signed agreement is a pre-requisite for registration in the Graduate Thesis course.

The Graduate Thesis Advisor/Advisee Agreement will consist of: (1) abstract; (2) working title of the paper; (3) draft outline of key points to be addressed; (4) signatures of faculty member and student confirming their working partnership during the defined semester.

Final Proposal

The faculty sponsor must approve a written proposal and notify the Global Affairs Department by the published deadline (see Important dates and deadlines below) The written proposal shall contain: (1) a description of the intended topic; (2) a statement of why the research project contributes to the student's graduate education in Global Affairs; (3) a detailed outline of key points to be addressed; (4) a preliminary timetable for submission of drafts (or other early phase work), and; (5) a partial bibliography.

The student and faculty sponsor must meet regularly to discuss the progress of the project.

The faculty sponsor will set any preliminary deadlines or special conditions necessary for successful completion.

Students must submit to the faculty sponsor both electronic and hard copies of their proposal.

B.) Documentation and Length

The final paper must be fully documented, including both footnotes and a bibliography, and utilize primary sources to a substantial degree. The documentation should substantially comply with the latest MLA (Modern Language Association) guidelines.

Students are strongly encouraged to seek out and use sources beyond those ordinarily found in the NYU libraries. This can include reports and documents from international organizations, interviews with relevant individuals (e.g., diplomats or officials from international organizations), annual reports of multinational corporations, etc.

The final paper should be approximately 60 word-processed pages in length including text, footnotes and bibliography but excluding appendices, annexes, tables, etc.

Students must submit to the faculty sponsor both electronic and hard copies of their final papers. Students must also submit one bound copy of their papers to the Department's thesis library.

C.) Grading

The mid-term grade will be determined on the basis of the advisor's assessment of your progress through mid-semester.

The final grade will be based on: 1) the value and quality of the information imparted; 2) the quality of analysis; 3) the level of organization, scholarship and professionalism demonstrated throughout the project; and, 4) the organization and clarity of presentation.

All Graduate Thesis projects must earn a passing grade of B or better.

CAPSTONE PROJECTS

(May be undertaken by 3 to 5 students as a team.):

A.) Approval of Topic and Faculty Supervision

Topics should principally relate to the students' areas of concentration but may address other relevant subject area. Team members may represent one or several areas of concentration. The Capstone should reflect both academic and professional knowledge in Global Affairs. Examples of possible Capstone projects include: a hypothetical foreign policy position paper of a government, a proposal to form a new NGO or a legal brief raising (or responding to) a hypothetical trade dispute.

Study must be under the direction of one full or part-time faculty.

The Capstone team is responsible for locating their faculty sponsor.

Capstone Advisor/Advisee Agreement

The Capstone team must prepare a one (and no more than two) page document declaring the selected topic and faculty supervisor. It is the team's responsibility to submit this signed agreement to the department by the published deadline. The signed agreement is a pre-requisite for registration in the Capstone course. This Agreement will consist of: (1) abstract; (2) working title of the paper; (3) draft outline of key points to be addressed; (4) signatures of faculty member and each team member confirming their working partnership during the defined semester.

Final Proposal

The faculty sponsor must approve a written proposal and notify the Global Affairs Department by the published deadline (see important dates and deadlines below). The written proposal must describe: (1) the topic, sub-topics (components) to be addressed in the study by each student; (2) a statement of how the Capstone project contributes to the team's graduate education in Global Affairs; (3) an outline of key points to be addressed; (4) a preliminary timetable for submission of drafts (or other early phase work); and, (5) a partial bibliography reflecting contributions from each student.

The faculty sponsor will set any preliminary deadlines or special conditions necessary for successful completion.

Teams must submit both electronic and hard copies of their proposal.

B.) Documentation and Length

The final paper will comprise the component contributions of each student. Each component must be fully documented, including both footnotes and a bibliography and utilize primary sources to a substantial degree. The documentation should substantially comply with the latest *MLA* (Modern Language Association) guidelines.

Students are strongly encouraged to seek out and use sources beyond those ordinarily found in the NYU libraries. This can include reports and documents from international organizations, interviews with relevant individuals, annual reports of multinational corporations, etc.

The individual written contribution of each student to the final paper should be between 20 and 25 word-processed pages in length including text, footnotes and bibliography but excluding appendices, annexes, tables, etc.

Capstone teams must submit to the faculty sponsor both electronic and hard copies of their final papers. Teams must also submit one bound copy of their papers to the Department's thesis library.

C. Grading

In addition to submission of a final written project reflecting the contributions of each student, the Capstone team will be required to present their project in an oral session. The presentation will be to the faculty sponsor and one other full or part-time faculty member selected by the sponsor. Each student must present his/her individual contribution and be prepared to answer questions about his/her work. Reflecting the team effort of the Capstone, students should demonstrate some mastery of the entire project, not only their own individual contribution. Students will be asked to frankly assess the contribution of each member of the Capstone team.

The mid-term grade will be determined from the advisor's assessment of the group's progress through mid-semester.

The final grade will be based on: 1) the value and quality of the information imparted; 2) the quality of analysis; 3) the level of scholarship demonstrated; 4) the organization and clarity of presentation; and, 5) level of organization, teamwork and professionalism in preparation and development of the project.

All components (that is, each student's individual contribution) in a Capstone must earn a passing grade of B or better and the final grade for each student on the team will be the average of all component grades.

Additional Important Guidelines for Students

- You are responsible for finding your own advisor from our full-time or adjunct faculty. ***Please attend the April 24th Essentials event for helpful tips in completing your thesis and for help in finding the best advisor for your project.*** You may also approach potential advisors who are most suitable for you outside of this event; our excellent faculty represents a wealth of professional interests and expertise! Consult the faculty bios that were sent to you with the semester registration materials to identify common areas of interest.
- Proposals must be approved by your intended advisor as satisfying the Guidelines.
- Only MyKellann Ledden can register you for this course. It is NOT possible for you to do so yourself. Registration will only happen once your Advisor/Advisee Agreement has been approved and signed by all parties involved.
- Advisors and students should meet periodically to discuss progress. How often is at the discretion of the advisor.
- You must be mindful of all deadlines pertaining to your graduation. If projects are not completed by the date specified you may not graduate on time!
- Although you will have only one official supervisor of your project, you are encouraged to seek out any faculty member that you think might offer useful advice.
- Any special problems or circumstances should be brought to the department's attention.
- It is **STRONGLY RECOMMENDED** that you attend the writing workshop given by Professor Galeotti each semester. Invitation sent via Grad Info listserv. To register please send an email to: scps.gradstudents@nyu.edu. Please include your contact information and specify that you are a Global Affairs Student.