Guidelines for Final Projects and Theses in Public Policy

A final project is the usual culminating academic exercise for all graduate students in public policy at Trinity College. The project should be undertaken only after all other courses have been completed unless a student has received permission from his/her academic advisor to begin a project while completing a final course or unless a very specific research opportunity compels an earlier date for undertaking the project.

Alternatively, students who entertain the possibility of proceeding to further graduate work leading to a Ph.D. degree elsewhere may seek permission to complete a two-credit scholarly thesis. This option is available only for those who have demonstrated exceptional academic achievement (including a cumulative GPA of 3.667 or higher) and whose research will most productively be undertaken over the course of two terms.

Deadlines for Proposals

Projects:
All proposals for a final project to be completed during the spring term must be submitted and approved no later than November 15 of the relevant fall term.

All proposals for a final project to be completed during the fall or summer term must be submitted and approved no later than April 15 of the relevant spring term.

Two-Credit Thesis:
Students must request permission to write a two-credit thesis by April 15 prior to the anticipated year of graduation (e.g., a request to write a thesis to be completed by April 2016 must be submitted by April 15, 2015).

All proposals for a two-credit thesis to be completed during the fall and spring terms must be submitted and approved no later than April 15 prior to the relevant fall term.

All proposals for a two-credit thesis to be completed during the spring and fall terms must be submitted and approved no later than November 15 prior to the relevant spring term.

The dates above are final deadlines for submission of approved proposals. Initial submissions should occur earlier so as to allow sufficient time for any revisions as recommended by the review committee.

Submission and Approval of Proposals

Proposals for final projects and theses should include the following information:
• A working title and brief abstract (including a statement of purpose, the significance of the project, reasons for undertaking the project, and a summary of the questions to be explored) of the project,

• A detailed description of the methodology to be employed, including evidence that Institutional Review Board guidelines and requirements have been fulfilled for research that involves surveys of human subjects,

• A briefly annotated preliminary bibliography of scholarly and other resources,

• Written approval of the proposed faculty adviser for the project.

Proposals must be submitted to the Program Director and Associate Program Director, who will jointly consider them. Once a proposal has been approved, a copy should be attached to the Graduate Final Project/Thesis Enrollment Approval Form (see below) and submitted to the Office of Graduate Studies in order to register for the final project or thesis.

**Deadlines for Submission of Final Projects and Theses**

Upon receiving approval of a proposal for a final project or thesis, students should observe the following deadlines:

Three copies of the final draft of a final project must be submitted to the project adviser and one external reader and of a thesis to the thesis adviser and two external readers no later than November 15 for projects or theses completed during the fall term. A final project or a thesis must be submitted to the project adviser and one external reader and of a thesis to the thesis adviser and two external readers no later than April 15 for projects completed during the spring term. *There are no exceptions to these deadlines*. Electronic submissions are permitted.

After a final project or thesis has been approved for a grade, an electronic copy should be submitted as soon as possible to the Office of Graduate Studies along with a signed copy of the Agreement Form for Submission to the Digital Repository (see below).

All final projects or theses should use the format of the sample title page attached below to this document.
TRINITY COLLEGE

GRADUATE FINAL PROJECT/THESIS
ENROLLMENT APPROVAL FORM

300 Summit Street
Hartford, CT 06106-3100

______ RESEARCH PROJECT (Course No. 953)
______ THESIS PART I  (Course No. 954)
______ THESIS PART II (Course No. 955)
______ THESIS PART I & II (Course No. 956)

NAME: ___________________ STUDENT ID NUMBER: ___________________

PROGRAM: ___________________ COURSE NUMBER: ___________________
PROJECT ADVISER*: ___________________ TERM/YEAR: ___________________

*NOTE: This should be the name of the faculty member who will submit the grade for the project.

Directions to the Graduate Student: You must complete and submit this enrollment Approval Form only once, when you enroll initially for your project. The form should be presented to the Director of your graduate program. After a project adviser and readers have been assigned, the Director will return this form to you so that you may return it to the Graduate Studies Office.

Please note: Although you may submit this Thesis Enrollment Approval Form after the end of the regular Add/Drop period you must first pre-register and also pay for the appropriate course during the regular registration period. The regular Graduate Registration form, should be used for this purpose and it will further explain the process.

*****THESIS TITLE & DESCRIPTION*****

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

***SIGNATURES*****

PROJECT ADVISER ___________________ DATE: ___________________

PROGRAM DIRECTOR ___________________ DATE: ___________________

DEAN OF GRADUATE STUDIES ___________________ DATE: ___________________
Master’s Thesis/Final Project Report Electronic Submission Agreement

By signing below, I hereby grant Trinity College, Hartford, CT, the non-exclusive right to make my thesis or final project report available as part of the Trinity College Digital Repository according to the access alternative that I have checked below. Further, submission of my document to the Digital Repository does not alter my full copyright ownership or privileges in any way.

☐ Allow full public access.

☐ Restrict electronic access to current members (students, faculty, staff) of the Trinity College community.

☐ Restrict electronic access to bibliographic data such as author’s name, title, abstract, and call number, but excluding other content. This means that any person who desires to view the document would be required to do so in person in the Raether Library.

I warrant as follows:

• that I have the full power and authority to make this agreement
• that the Work does not infringe any copyright, nor violate any proprietary rights, nor contain any libelous matter, nor invade the privacy of any person or third party

Thesis title ________________________________________________________________

Author signature ___________________________________________ Date ______________

Print name _____________________________________________________________

This form should be completed and submitted along with an electronic copy of the thesis or final project report to the Graduate Studies Office at Trinity College.
TRINITY COLLEGE

Final Project [or Thesis]

(title of your work here)

Submitted by

(name)

(B.A., college name, date of graduation)
additional degrees may be listed here

In Partial Fulfillment of Requirements for the Degree of Master of Arts in ____________

Semester__________

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