

**PEACE AND CONFLICT STUDIES**  
**Thesis, Project, Practicum Handbook**

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*In deciding between Thesis, Project, and Practicum, students should understand that they are equally valued by the Graduate Program as significant contributions by students and as demonstrations of the knowledge and skills they have acquired.*

**The Thesis might be a good choice, if you are a student who wants to:**

- \*Enhance your research skills;
- \*Focus on a question that can be investigated through the collection and analysis of data;
- \*Consider going on to a doctoral program and a possible career in university teaching and research.

**The Project might be a good choice, if you are a student who wants to:**

- \*Enhance your program design, intervention and evaluation skills;
- \*Focus more on a need in the community that you see and would like to address;
- \*Pursue a career in social action, direct services and community development.

**The Practicum might be a good choice, if you are a student who wants to:**

- \*Gain first-hand experience working on issues related to peace and conflict;
- \*Focus on acquiring job skills and work-related connections;
- \*Get involved in a particular field or organization.

<b>Thesis will</b>	<b>Project will</b>	<b>Practicum will</b>
<ul style="list-style-type: none"> <li>• Be completed over the course of two semesters (usually consecutive), counting for 6 credits toward the degree</li> <li>• Involve a Thesis Committee of three faculty</li> <li>• Be written in accordance with University guidelines</li> <li>• Be defended by the student in front of the Thesis Committee at a public meeting</li> <li>• Always be a piece of quantitative and/or qualitative research, involving a review of literature, the clear statement of a research question, the design of an appropriate method for collecting data, and the analysis of results as the basis for drawing conclusions</li> </ul>	<ul style="list-style-type: none"> <li>• Be completed over the course of one or two academic semesters, counting for 3 or 6 credits toward the degree</li> <li>• Be carried out under the supervision of one faculty member</li> <li>• Be written in accordance with University guidelines</li> <li>• Involve an appropriate form of public presentation</li> <li>• The Project may also be a piece of research, though narrower in scope and more focused than a Thesis (e.g., a pilot study or a program evaluation). It may also involve the development, implementation and evaluation of an action-oriented intervention.</li> </ul>	<ul style="list-style-type: none"> <li>• Be completed over the course of one or two academic semesters, counting for 3 or 6 credits toward the degree</li> <li>• Be carried out under the supervision of one faculty member (the instructor for the field experience course)</li> <li>• Consist of approximately 150 hours of internship to be completed in 8-14 weeks</li> <li>• Require regular contact with the instructor, weekly journal entries, periodic meetings with all the students in the field experience class, and a final 10 page paper consisting of a summary of the work and lessons and skills learned.</li> </ul>

II. PROCEDURES

**Thesis**

Master's Student →	Semester 1	Semester 2	Semester 3
<b>BA to MA →</b>	<b>Semester 1</b>		<b>Semester 2</b>
	<ul style="list-style-type: none"> <li><input type="checkbox"/> Select a faculty member to serve as Thesis Advisor and Chair of Thesis Committee</li> <li><input type="checkbox"/> Complete Thesis Form #1, with Advisor's signature, and file it with the Program Director</li> <li><input type="checkbox"/> In consultation with the Thesis Advisor, select two additional faculty to serve as members of the Thesis Committee and file Thesis Form #2 with Program Director</li> <li><input type="checkbox"/> Develop a written Thesis Proposal, and after its approval by Advisor or Committee, file Thesis Form #3 with Program Director</li> <li><input type="checkbox"/> At the end of the first semester, register for PCS.743 (BA to MA students should register for PCS.746) for your second semester – the specific section number should be the number assigned to the faculty member chosen as Advisor</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> For all research with human participants, obtain approval of University's Institutional Review Board (this approval must be obtained in advance of doing the actual research)</li> <li><input type="checkbox"/> Meet regularly with Advisor/Committee and carry out the work specified in the Proposal</li> <li><input type="checkbox"/> <i>Only for students on track to complete the MA within 3-semester students:</i> At end of this semester, register again for PCS.743 for final semester</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Complete the written Thesis</li> <li><input type="checkbox"/> Defend the Thesis and obtain faculty signatures on Thesis</li> <li><input type="checkbox"/> File Form #4 with Program Director.</li> <li><input type="checkbox"/> Prepare final draft of Thesis for submission to University Library</li> <li><input type="checkbox"/> Applying for graduation is a two-step process. Request your Graduate Clearance Form from the Registrar's Office. Once the Clearance form is received, obtain required signatures on Degree Clearance form (assuming all other degree requirements have also been met)</li> </ul>

## Project

2-semester project	Semester 1	Semester 2	Semester 3
1-semester project	Semester 2		Semester 3
BA to MA Student	Semester 1		Semester 2
	<ul style="list-style-type: none"> <li><input type="checkbox"/> Select a faculty member to serve as Project Advisor</li> <li><input type="checkbox"/> Complete Project Form #1, with Advisor's signature, and file it with the Program Director</li> <li><input type="checkbox"/> Develop a written Project Proposal, and after its approval by Advisor file Project Form #2 with Program Director</li> <li><input type="checkbox"/> At the end of the first semester, register for PCS.733 (Project) for the next semester – the specific section number should be the number assigned to the faculty member chosen as Advisor</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> For all research with human participants, obtain approval of University's Institutional Review Board (this approval must be obtained in advance of doing the actual research)</li> <li><input type="checkbox"/> Meet regularly with Advisor and carry out the work specified in the Proposal</li> <li><input type="checkbox"/> At end of this semester, register again for PCS.734 for final semester (<i>only for those doing 2-semester Projects</i>)</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Complete the Project</li> <li><input type="checkbox"/> Arrange suitable presentation of the Project.</li> <li><input type="checkbox"/> File form #3 with Program Director.</li> <li><input type="checkbox"/> Applying for graduation is a two-step process. Request your Graduate Clearance Form from the Registrar's Office. Once the Clearance form is received, obtain required signatures on Degree Clearance form (assuming all other degree requirements have also been met)</li> </ul>

## Practicum

2-semester Practicum	Semester 1	Semester 2	Semester 3
1-semester Practicum	Semester 2	Semester 3	
BA to MA	Semester 1	Semester 2	
	<ul style="list-style-type: none"> <li><input type="checkbox"/> Explore internship options through the Peace and Conflict Studies internship binder, doing independent research, and speaking with faculty.</li> <li><input type="checkbox"/> Register for PCS.558 Peace and Conflict Field Experience: Practicum</li> <li><input type="checkbox"/> Work with the instructor of PCS.558 to determine a suitable placement, prior to the start of the next semester.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> File initial Work Form with the instructor of PCS.558 within the first week of the semester. The work form is to be signed by the student, the instructor and the site supervisor.</li> <li><input type="checkbox"/> File Learning Agreement Form with the instructor of PCS.558 within the first 3 weeks of the semester. The form is to be signed by student and the instructor.</li> <li><input type="checkbox"/> Keep in phone or e-mail contact with instructor, once every month. E-mails should be about 1-2 paragraphs on work done, skills acquired, any problems, any other comments.</li> <li><input type="checkbox"/> Keep weekly personal journals, which do not have to be submitted to the instructor, but which are to be used in the final paper.</li> <li><input type="checkbox"/> Attend periodic meetings of all students and instructors in the course, at times and dates to be arranged during the semester.</li> <li><input type="checkbox"/> Write a final paper of about 10 pages.</li> <li><input type="checkbox"/> Do a short presentation about your internship at a symposium.</li> <li><input type="checkbox"/> Applying for graduation is a two-step process. Request your Graduate Clearance Form from the Registrar's Office. Once the Clearance form is received, obtain required signatures on Degree Clearance form (assuming all other degree requirements have also been met)</li> </ul>	<p>Optional: Repeat for additional semester</p>

### III. DEVELOPING AN IDEA

**The idea for your Thesis or Project can come from many sources:**

- The graduate courses you have taken
- Discussions with faculty and fellow students
- Books and articles you have read
- Your internship experiences
- Workshops and conferences you attend
- People you meet in the community

Regardless of the source, the idea should definitely be an issue or problem or question or challenge that excites you, that arouses your curiosity.

As the idea begins to take shape, you should begin discussions with some of the faculty. You could start with your Faculty Advisor or with a faculty member whose course you are currently taking or have taken.

Don't be bashful about initiating these conversations. Don't feel as though you have to have the whole Thesis or Project figured out before you start talking to faculty. Members of the faculty welcome the opportunity to talk with you about your ideas, and whether they become involved in your Thesis/Project or not, they will gladly share their thoughts and offer you advice and encouragement.

These conversations will help you not only to get your ideas into shape but also to decide whether it would be better for you to choose to complete a Thesis or a Project. If your idea tends to focus on a question that can be investigated through the collection and analysis of data, then you are most likely thinking in terms of a Thesis (although some research, particularly if very focused, can be suitable for a Project). If your idea relates more to a need in the community that you see and would like to address, then you are most likely thinking in terms of a Project.

As you begin to develop your idea, also think about a timetable.

## Practicum

The location of your practicum can come from many sources:

- Faculty in the PCS program, especially the instructor in charge of the field experience course
- The PCS organizational database, which lists relevant organizations on a local, national, and international level. The database is in a binder in the PCS office.
- Your own contacts and connections
- If you still haven't found a suitable internship, you should work with the faculty member in charge of the field experience course and take initiative to research and find an organization that you want to intern at.

You should pick your site several weeks before the start of the semester, and you must finalize their site selection by the end of the first week of the semester, so that the course can be dropped if a suitable site is not found. You must get instructor permission before choosing a site.

Peace and Conflict Studies, as a field, understands “peace” as more than the absence of violence. It includes the conditions necessary for sustainable peace. Therefore, there are a wide variety of organizations that you can intern with. Some types of sites include: organizations, agencies, volunteer groups and UML centers working on the following: domestic violence; youth; school-based or workplace-based conflicts; multicultural/inter-ethnic issues; gang violence; conflict resolution, economic development, peace, human-rights or social-justice advocacy; community relations; environmental conflicts; conflicts in churches and other faith-based organizations; neighborhood associations; diplomacy, women's advancement, local government issues—in planning agencies etc.

Your site supervisor should be a staff person with the necessary knowledge, expertise and skill. If the site is a large agency or UML center, perhaps the best supervisor is not the Executive Director, but rather a lower-level staff person. If necessary it could be a person who does not have formal credentials but much relevant experience, e.g. for a student working on family violence prevention, the most appropriate supervisor might be an experienced parent who is on the agency's staff or board.

Organizations will often hire interns for staff positions. Therefore, it is important to think of the practicum as your initial entry into the working world. Even if you do not get hired by the organization, you will still gain important connections and job skills that will help you gain employment after graduation.



#### IV. SELECTING AN ADVISOR (AND COMMITTEE)

The Thesis or Project Advisor is the person who will be most responsible for helping you through the entire Thesis/Project experience. He or she must be a member of the UMass Lowell Peace and Conflict Studies Graduate faculty and will also serve as your Faculty Advisor for the duration of your studies.

Note: All graduate students are assigned a Faculty Advisor when they begin their studies. However, you are free to choose any member of the Graduate faculty to become your Thesis or Project Advisor.

As you have conversations with faculty about your ideas, you should begin to think about who will be best able to serve as your Project or Thesis Advisor. Your choice will be based on several considerations:

- Whose interests and expertise most closely match up with your ideas?
- Are you comfortable with this person and do you feel that he or she will be able to provide you with the help and support you need?
- Do your schedules match up well enough that you will be able to meet together on a fairly regular basis?

Feel free to talk with your fellow students, with graduates of the program, and with any of the faculty to seek their input.

When you feel as though you have found the right person, you will arrange to meet to make the formal request. In most instances, faculty will readily agree to serve, but be prepared for the possibility that schedule conflicts or pressures of other commitments might prevent this. In that event, that faculty member should be able to advise you about whom else you might approach. Once you have chosen your Advisor and obtained his or her consent, you will then complete Thesis/Project Form #1 and submit it to the Program Director.

If you choose to complete a Project, you will work with a single Project Advisor. If you choose to complete a Thesis, you and your research advisor will select a thesis committee in accordance with the policy of the department. The Thesis Committee shall consist of at least three members, at least two of whom shall be from the student's major department. One member of the committee shall be the student's thesis advisor. An outside expert, such as the supervisor of a research project conducted at an industrial setting or a faculty member from another institution, may be a member of the committee, but that individual must possess academic credentials which would qualify him or her to serve as a member of the University of Massachusetts Lowell faculty. The responsibilities of the Thesis Committee shall be to:

1. Approve the research topic.
2. Supervise the progress of the thesis.
3. Read, evaluate and approve or disapprove of the written thesis.
4. Hear, evaluate and approve or disapprove of the oral defense of the thesis.
5. Report the completion of all thesis requirements to the department and the Registrar's Office.

Once you have chosen the other two members of your Thesis Committee, you will then complete Thesis Form #2 and submit it to the Program Director.

**For the practicum, your advisor will be the faculty instructor of the field experience course.**

## V. EARNING THESIS/PROJECT/PRACTICUM CREDITS

For the 30 credits required for your degree, you will be able to count 6 credits of Thesis (PCS.743/6), 3 or 6 credits of Project (PCS.733/4), or 3 or 6 credits for the Practicum (PCS.558).

Graduate School rules allow for students to register for 6 or 9 credits of Project or Thesis in a single semester. Some students (BA to MA, for instance) may need to register for PCS.746 to earn 6 credits for a thesis in one semester. Note that no matter how many credits you earn, you can still only count 6 credits of Project, Practicum or Thesis toward the 30 credits required for your degree.

Before you can register for Thesis or Project for the first time, you must have already selected your Thesis or Project Advisor, and you must have already filed Thesis or Project Form #1.

When you register for Thesis (PCS.743/6) or Project (PCS.733/4), you will also have to designate a Section # (7xx). Each faculty advisor has a unique section number; select the section number that corresponds to your Thesis or Project Advisor. When you register for the Practicum (PCS.558) you need to select "Practicum" as the course topic instead of "Elective."

When registering for Thesis, Project or Practicum for the first time, it is advisable to register well in advance of the new semester, to give yourself a "head start" and to enable you to initiate discussions with your Advisor.

Although the Thesis is supposed to be completed in 2 semesters and the Project in 1 or 2, students sometimes require more time. For as long as you are actively utilizing university resources (meeting regularly with your advisor or committee, using the library, conducting research on campus, etc.), you are required to continue to register for PCS.733 or PCS.743 (but note that any credits earned in excess of 3 for Project or 6 for Thesis are not counted toward the 36 required for the degree). If you are in the final stages of Thesis or Project work, where you are working primarily off campus on your own, you may then register for Continued Matriculation, 00.601 and pay the lower tuition rate.

Work on your Thesis is graded as PR (in Progress) for the first semester if you complete or are close to completing your Proposal, and S (Satisfactory) for the second semester if you pass your Thesis Defense and submit your finished thesis and signed official signature forms, or PR if you have made good progress but haven't submitted the materials. A grade of NC (No Credit) is used only in a semester in which you have made no real progress at all. Once you pass your Thesis Defense and turn in the completed thesis and forms, you are given an S (Satisfactory). Work on your Project is graded as S (Satisfactory), U (Unsatisfactory), or I/U (Incomplete, which later changes to Unsatisfactory if the work is not completed by the end of the next semester). Work on your Practicum is graded as S (Satisfactory), U (Unsatisfactory), or I/U (Incomplete, which later changes to Unsatisfactory if the work is not completed by the end of the next semester).

*\*When you sign up for 6 or 9 credits, these course numbers become 746 or 749, or 736 or 739, with the last digit indicating the number of credits*

## VI. PREPARING THE THESIS/PROJECT PROPOSAL

Before you can actually begin your Thesis or Project work, you must submit a written Thesis or Project Proposal for approval.

### *Thesis Proposal*

The Thesis Proposal is submitted to all members of the Thesis Committee for approval. This should be done by the end of the semester in which you first register for PCS.743. (BA to MA students should submit the proposal at the end of their first semester) When this Proposal is approved, complete Thesis Proposal #3 and submit it to the Program Director. The Thesis Proposal is typically 12-20 pages in length. It must include the following:

1. An Introduction that presents a careful review of relevant literature that leads up to and supports the proposed research and its significance, with a clear statement of the research questions or hypotheses
2. A detailed description of the research methods to be employed, including descriptions of the research design and procedure, participants and how they will be recruited, methods of measurement to be employed, equipment to be used, etc.
3. Adherence throughout the proposal to guidelines of APA- American Psychological Association

### *Project Proposal*

The Project Proposal is submitted to the Project Advisor for approval. You must also distribute copies of the proposal, attached to the Project Proposal Cover Sheet, to all graduate faculty members in Peace and Conflict Studies; they will review your proposal and share their comments and suggestions with your Project Advisor. All this should be done by the end of the 2nd week of the semester in which you first register for PCS.733. When this Proposal is approved, you should complete Project Proposal #2 and submit it to the Program Director. The Project Proposal is typically 2-4 pages in length. It should include the following:

1. A brief review of relevant literature and presentation of a conceptual framework to link the intervention to the field of Peace and Conflict Studies
2. A summary of the identified need and what the intervention is intended to accomplish
3. A summary of the methods to be employed in the intervention and a rationale for them
4. A brief statement of how their impact will be evaluated
5. A short list of references used in identifying the conceptual framework, the need to be addressed and the methods to be employed

**A Project may also be a piece of empirical research, in which case the Proposal should include the following:**

1. A brief summary of relevant literature
2. The research question and what the research is designed to discover
3. A description of the research design and procedure
4. A short list of references used in developing the research question

## VII. IRB APPROVAL

The University requires that all research that involves human participants must be reviewed and approved by the University's Institutional Review Board (IRB) before beginning any research activities. The faculty advisor must serve as the Principal Investigator on all research activities. Students may be listed as 'Student Researchers'. Students may prepare the appropriate IRB forms for their faculty advisor to review and submit. Policies and procedures as well as forms are available (with instructions) at: <http://www.uml.edu/Research/OIC/human-subjects/default.aspx>

Since the Thesis must be a piece of research, and because it becomes a public document, every activity used to develop data for the Thesis is considered research. However, not every research activity will require IRB approval. If human subjects/participants are necessary for data collection, the IRB application must be submitted, reviewed, and approved before any data collection or contact with human participants may begin. The IRB does not require a copy of an approved Thesis Proposal but the activities related to human subject research should be clearly outlined, described, and explained in the application to the IRB. Any revisions, modifications, or changes to the IRB approved activity must be resubmitted for IRB review and approval.

The Department Thesis Committee review should be completed first and approved before any materials may be submitted to the IRB. Thus, you can begin to develop the IRB materials before the Thesis Committee review but nothing should be submitted to the IRB until has been approved by your Thesis Committee.

Your Project Advisor will assist in the determination of the need for IRB approval. Projects that do not appear to require IRB approval might nonetheless be referred by your Advisor for review by a faculty committee within the Graduate program. This committee might then determine that submission to the IRB is required, or it might make suggestions about how the Project could be modified to eliminate the need for IRB approval.

IRB approval can depend on the nature of the research, the category of research, the risk involved, whether any vulnerable subject populations are involved, and how clearly the application and all supporting materials are written. For student researchers, IRB review and approval may take significant time for final approval. Your faculty advisor should review all documents carefully before submitting anything to the IRB to avoid delays with poorly written applications. Such approval is often obtained during the semester in which you first register for Thesis or Project, but you should be prepared for possible delays, and you may not begin your actual data collection until you have final IRB approval. In some situations, approval can be obtained within two weeks but every situation is different and you should allow up to eight weeks after submission to the IRB and before you need to begin data collection.

Please note that to be able to publish or present any project or thesis that includes research with human participants, IRB approval must be obtained prior to the research. The IRB cannot consider requests for retroactive approvals and such research may not be published.

## VIII. WRITING THE THESIS/PROJECT

### *Thesis*

Because the written Thesis becomes an integral part of the body of knowledge in Peace and Conflict Studies, there are very specific requirements that govern it. The UML Graduate School has established a number of requirements, or specifications, for writing and submitting the Thesis that must be followed. The "Thesis and Dissertation Guide" can be downloaded (Acrobat format) from:  
[http://www.uml.edu/registrar/docs/thesis\\_guide.pdf](http://www.uml.edu/registrar/docs/thesis_guide.pdf)

In addition, the Department requires that students follow what is known as "APA (American Psychological Association) style," presented in detail in the current edition of the APA's Publication Manual. Copies are usually available through the University bookstores and at the University library, or can be ordered from the APA (cost is around \$24.00) at [www.apa.org](http://www.apa.org).

Since the Thesis must involve research, the Thesis format follows the guidelines required by most scientific periodicals in Peace and Conflict Studies:

1. Abstract: A succinct (no more than 150 words) summary of the Thesis
2. Introduction: A critical review of relevant literature to support the derivation and statement of specific research questions or hypotheses
3. Method: A detailed description of the research methods employed, including subsections for research design and procedure, participants, measures, equipment, and data analyses
4. Results: The presentation, in both text and graphics form, of the major results, including summary of statistical analyses and whether or not significant and expected answers were found
5. Discussion: A summary of the findings and whether or not they support the original hypothesis or answer the original question, along with an analysis of possible weaknesses or limitations in the research, discussion of potential importance and implications, and suggestions for future research
6. References: A listing of all references cited in the paper, following APA format
7. Appendices: Copies of materials used in the research and perhaps also more detailed presentations of data

There is no required length for a Thesis. Depending on the nature of the research, the issues involved, the amount of data to be presented, and so on, a Master's Thesis might be as few as 50 pages but could be 100 pages or more (not including Reference and Appendix pages).

Note that the Introduction and Method sections noted above correspond to the Introduction and Method presented in the Thesis Proposal. It is likely that in the final Thesis version, they will be somewhat expanded and edited, but by having already completed the Proposal, you have already written at least one-quarter to perhaps more than one-third of your final Thesis.

## ***Project***

If a Project is a research study (though less detailed or extensive than Thesis research), the format for the written Project Report is the same as shown above, with two exceptions: it is likely to be shorter in total length, and it does not have to conform to the Thesis Guide specifications.

Most Projects, however, involve the design and implementation of interventions to address an identified need or problem or challenge in the community. In this case, the format for the Project Report is slightly different:

1. Abstract: A succinct (no more than 150 words) summary of the Project
2. Introduction: A clear statement of the problem or issue to be addressed, how the need for intervention was determined or assessed, and a review of relevant literature to help put the problem and need into a broader conceptual framework of Peace and Conflict Studies
3. Goals and Objectives: A careful description of the proposed intervention and what it is intended to accomplish and how the expected outcome will be assessed, along with a review of relevant literature to establish a connection between the intervention strategies and the principles and methods of Peace and Conflict Studies
4. Implementation: A step-by-step description of the Project as it was implemented over time
5. Evaluation: A formative evaluation of the project itself, and a summative evaluation of the results achieved and whether the results were in line with the initial goals and objectives, based on qualitative and/or quantitative data employing such methods as interviews, surveys and questionnaires, observations, etc.
6. Summary and Conclusions: A re-statement of what the Project was intended to accomplish and what it in fact accomplished, a discussion of the implications for the participants, the community, and the field of Peace and Conflict Studies, and a critique of what was done and recommendations for future action and research
7. References: A listing of all references cited in the paper, following APA format
8. Appendices: Copies of materials used and/or produced (e.g., manuals, directories)

Again, there is no required length for a Project Report, but it should still be a significant piece of work, probably in the range of 35 pages (not including Reference and Appendix pages). Whether the Project involves research or the design, implementation and evaluation of an intervention, using the APA Publication Manual is recommended.

## ***Practicum***

You are required to complete a 10 page paper at the end of your practicum experience. The paper should include:

- a) A summary of the work you did
- b) Any value judgments and/or emotional reactions you want to record regarding the work and/or the agency; and/or comments on what the project means to you regarding your career, graduate school plans or other long-term plan
- c) Comparisons with ideas/programs covered in readings you did in courses for your Peace & Conflict Studies program: cite which reading(s)
- d) A list of skills you developed that are relevant to your graduate degree or to work you'll do after getting your Peace and Conflict Resolution Studies certificate or degree? What relevant skills do you wish you'd developed?—half a page to one page

Note: you should go through your informal journals in preparing part I.

Add a bibliography for any items cited, especially in answering question c)

You also must complete a short "resource document" for the Peace and Conflict Studies database.

This is about your agency. It can be as long as you like. It may be distributed to other UML faculty and staff, also to the agency you write about OR other agencies—so do NOT put your personal comments about the agency here (but free to put as many such comments as you like in Part I).

The resource document should include:

- name of the agency, its address, phone no., fax no., e-mail address, URL for website;
- name of the Executive Director (or other person in charge);
- name of the staff or board person you worked with (perhaps the same as the Executive Director);
- summaries of main activities by the agency;
- Summary of the work you did and the skills you acquired
- titles, with dates and authors, of any relevant report(s) by the agency;
- titles, with dates, sources and authors, of any newspaper article(s) regarding the agency's work.

## IX. DEFENDING THE THESIS/PRESENTING THE PROJECT/PRACTICUM

*Be sure to check the deadlines for thesis completion.*

Once you and your Thesis Committee agree that the thesis research has been completed and that the thesis itself has been written in acceptable, near-final form, you and your Thesis Advisor will make arrangements with your Committee for an oral Thesis Defense. The Defense is a public event, open to any member of the University community. At least 10 days prior to the actual defense, your Thesis Advisor should submit a request for a university-wide e-mail announcement, listing your name, your Advisor's name, the title of your Thesis, the degree and program for which the Thesis is submitted, and where and when the defense will take place.

At the Defense, you will begin with a brief presentation of the research (along with handouts, overhead slides, etc., as needed), usually speaking for about 15 to 20 minutes. Your Thesis Advisor then begins the period of questioning, with questions and comments permitted from anyone in attendance, continuing for another 30 to 60 minutes. Questions might be raised about any part of your research and what you have presented in the Defense and in the Thesis itself; questions might also ask you to think beyond what you have done.

At the conclusion of the questioning, the Thesis Committee meets in private to discuss the Thesis and your defense and to determine whether or not to give its approval, with its decision communicated immediately to you.

Given that you have been receiving feedback from your Committee throughout the whole process, failure to achieve approval at a Thesis Defense is a rare event. Nonetheless, you are expected to prepare carefully and to anticipate challenging questions. You should also expect that approval will be conditional and that you will be asked to make some revisions to your Thesis document.

There is no comparable defense of a Project (even when the Project involves research). However, once you complete, or near completion of, your written Project Report, you will be required to make a formal presentation of the work. The Graduate Program schedules a symposium at least once a year at which students are invited to present their Projects to faculty and other students. Alternatively, you and your Project Advisor might arrange for you to present your work in the community or to members of the organization where the project was conducted. Please note that if your project involved any form of research with human participants, no form of public presentation is permitted unless you had first obtained IRB approval. Presenting in the on-campus symposium or presenting to a closed-to-the-public meeting of the organization where the project was conducted is not considered a "public" presentation.

Students who complete a practicum will be asked to do a short presentation to the school community discussing the type of organization and the skills and knowledge acquired. All practicum students will present together at an end-of-the year gathering.



## X. SUBMITTING FINAL DOCUMENTS FOR GRADUATION

Thesis defenses and Project presentations are typically not scheduled until a near-final draft of the Thesis or Report has been completed. In some instances, there might still be some minor missing data or materials that would have to be included in a final version. It is also often the case that the oral defense or presentation leads to some request for additional work, such as minor edits of text, re-analyses of data, or further consideration of certain issues.

For a Thesis, once you have completed all final corrections, the University and the Department require that the Thesis be checked by your Thesis Advisor to ensure that it meets the specifications referred to in Section VIII. You also need to get signatures from your Committee members on the required Title and Signature Page that must be the first page of every Thesis.

You will be required to submit one copy to the Library for binding and microfilming (for which you will be charged). The library will submit that copy to the Peace and Conflict Studies program office. You may also request additional copies for yourself and for your Thesis Advisor and Committee.

For a Project Report, you make copies on your own; you should also place the copies inside suitable report binders or folders. One copy goes to your Project Advisor and one to the Program Director for filing in the Graduate Program office.

At this time, you must be sure that Thesis Form #4/Project Form #3 has been completed and submitted to the Program Director.

Typically, students will have completed all coursework by the time they finish their Thesis or Project. (This is less often the case with the practicum) Therefore, the final submission of Thesis or Project is the next-to-last step in completing all degree requirements. The last step is for you to submit the Registrar's Office Graduate Degree Clearance Form. You must request this form through the Registrar's Office in writing, using the Request form available from the Registrar's Office or available at [http://www.uml.edu/registrar/docs/clearance\\_form.pdf](http://www.uml.edu/registrar/docs/clearance_form.pdf)

The Registrar's Office will then mail you the form, with Step A of the form completed and signed. This form requires several signatures, and Thesis students must also attach a copy of their signed Title and Signature page. Since all this takes time, you need to initiate this process a month before the clearance date deadline. This form, with all required signatures, must be submitted to the Registrar's Office on or before the date established each semester as the "last day to submit clearance forms," which usually falls in late September for summer graduates, early December for fall graduates, and late April for spring graduates (note that summer, fall and spring graduates are all invited to participate in June commencement ceremonies).

One final point: over the years, students have sometimes been able to prepare their Thesis or Project work for journal publication or presentation at a scientific or professional conference. There are also campus and university-wide conferences where students are encouraged to present their work. If this possibility interests you, you should discuss it with your Thesis or Project Advisor (who is usually invited to become a co-author/co-presenter with you).

*Peace and Conflict Studies Project Form #1*

**Project Advisor Request Form**

You should select a Project Advisor (who must be a member of the Peace and Conflict Studies Graduate faculty) prior to the first semester in which you register for Project (PCS.733). Complete this form, including both your signature and the signature of your Project Advisor, and return to the Program director.

**Student's Name:**

**Date:**

**Project Advisor's Name:**

*Project Topic (attach a brief summary)*

I have discussed initial plans for my Project with the faculty member listed above, and that person has agreed to serve as my Project Advisor:

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Advisor Name

\_\_\_\_\_  
Advisor Signature

\_\_\_\_\_  
Date

RETURN TO PAULA RAYMAN, PROGRAM DIRECTOR

Director approval:

\_\_\_\_\_  
Director Name

\_\_\_\_\_  
Director Signature

\_\_\_\_\_  
Date



## PROJECT PROPOSAL COVER SHEET

An electronic version of this cover sheet is available at [www.uml.edu/pcs](http://www.uml.edu/pcs) in the Current Students section. You may email this coversheet and an electronic version of your proposal (word doc or PDF) to [Seth.Izen@uml.edu](mailto:Seth.Izen@uml.edu) who will send it to faculty.

To: Graduate Faculty in Peace and Conflict Studies

From:

Date:

I am a Master's degree student in Peace and Conflict Studies Program, and I am working on my Project under the supervision of [ \_\_\_\_\_ ] ( Name of Project Advisor)

Check One: This is an  Action Project or a  Research Project

### ***For Action Projects:***

*Faculty, please comment on the following areas that the student has included in his or her proposal (for action projects). You may type in your responses and email back to the Program Manager .*

1. Review of relevant literature and presentation of conceptual framework
2. Summary of need and objectives
3. Summary of intervention methods and their rationale
4. Brief statement of how project will be evaluated
5. Suggestions for useful resources and references
6. Do you believe this Project might require IRB approval?

### ***For Research Projects:***

*Faculty, please comment on the following areas that the student has included in his or her proposal (for action projects). You may type in your responses and email back to the Program Manager.*

1. Review of relevant literature and presentation of conceptual framework
2. Summary of relevant literature
3. Statement of research question and what the research is designed to discover
4. Statement of how project will be evaluated
5. Suggestions for useful resources and references
6. Do you believe this Project might require IRB approval?



*Peace and Conflict Studies Thesis Form #1*

**THESIS ADVISOR REQUEST FORM**

You should select a Thesis Advisor (who must be a member of the Peace and Conflict Studies Graduate faculty) prior to the first semester in which you register for Thesis. Complete this form, including both your signature and the signature of your Thesis Advisor, and return to the Program Director.

(Please print or type)

**Student's Name Date:**

**Thesis Advisor's Name**

*Thesis Topic (attach brief summary)*

I have discussed initial plans for my Thesis with the faculty member listed above, and that person has agreed to serve as my Thesis Advisor:

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Thesis Advisor Name

\_\_\_\_\_  
Thesis Advisor Signature

\_\_\_\_\_  
Date

RETURN TO PAULA RAYMAN, PROGRAM DIRECTOR

Director approval:

\_\_\_\_\_  
Director Name

\_\_\_\_\_  
Director Signature

\_\_\_\_\_  
Date

**THESIS COMMITTEE REQUEST FORM**

In consultation with your Thesis Advisor, you must select two additional people to serve with your Advisor on your Thesis Committee: one must be a member of the Peace and Conflict Studies Department, and the other may be anyone else that you and the first two members agree would be appropriate, provided the individual holds at least a Master's degree or its equivalent in a relevant field. Once you have selected your two additional members, complete this form, including both your signature and the signatures of all members of your Committee, and return to the Program director.

(Please print or type)

**Student's Name**

**Date:**

**Thesis Advisor's Name:**

*Committee Members*

I have discussed initial plans for my Thesis with the faculty members listed above, and each of them has agreed to serve on my Thesis Committee:

_____ Student Name	_____ Committee Member Name
_____ Student Signature	_____ Committee Member Signature
_____ Date	_____ Date
_____ Thesis Advisor Name	_____ Committee Member Name
_____ Thesis Advisor Signature	_____ Committee Member Signature
_____ Date	_____ Date

RETURN TO PAULA RAYMAN, PROGRAM DIRECTOR

\_\_\_\_\_  
 Director Name

\_\_\_\_\_  
 Director Signature

\_\_\_\_\_  
 Date

**THESIS PROPOSAL APPROVAL FORM**

A Thesis Proposal should be completed by the end of the first semester in which you have registered for Thesis or as soon thereafter as possible. You must submit your Thesis Proposal to your Thesis Committee for approval. Once it has been approved, complete this form, including both your signature and the signature of your Thesis Advisor, and return to the Program director.

(Please print or type)

**Student's Name**

**Date:**

**Thesis Advisor's Name**

*Approved Thesis Topic (title or attach brief summary):*

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Thesis Advisor Name

\_\_\_\_\_  
Thesis Advisor Signature

\_\_\_\_\_  
Date

RETURN TO PAULA RAYMAN, PROGRAM DIRECTOR

Director approval:

\_\_\_\_\_  
Director Name

\_\_\_\_\_  
Director Signature

\_\_\_\_\_  
Date



*Peace and Conflict Studies Thesis Form #4*

**COMPLETED THESIS APPROVAL FORM**

Once you have successfully defended your Thesis and obtained approval from your Thesis Committee for the final draft of your Thesis, complete this form, including both your signature and the signatures of all members of your Committee, and return to the Program director.

(Please print or type)

**Student's Name**

**Date:**

**Thesis Advisor's Name**

**Title of Thesis:**

*Committee Members*

I have defended my Thesis, and my Thesis Committee has approved and signed the final draft of my Thesis, a library-bound copy of which accompanies this form:

_____	_____
Student Name	Committee Member Name
_____	_____
Student Signature	Committee Member Signature
_____	_____
Date	Date
_____	_____
Thesis Advisor Name	Committee Member Name
_____	_____
Thesis Advisor Signature	Committee Member Signature
_____	_____
Date	Date

RETURN TO PAULA RAYMAN, PROGRAM DIRECTOR

\_\_\_\_\_  
Director Name

\_\_\_\_\_  
Director Signature

\_\_\_\_\_  
Date

*Peace and Conflict Studies Practicum Form #1*

INITIAL WORK FORM

1. \_\_\_\_\_ semester, \_\_\_\_ year

2. Individuals involved:

<p><b>STUDENT:</b> Name:  Mailing address:   E-mail address:  Phone no.: work:  Phone no.: home:</p>	<p><b>AGENCY/CENTER SUPERVISOR:</b> Name:  Mailing address:   E-mail address:  Phone no.: work:  Phone no.: home:</p>	<p><b>FACULTY ADVISOR:</b> Name:  Mailing address:   E-mail address:  Phone no.: work:  Phone no.: home:</p>
--	---	--

3. 1-2-sentence description of 1-3 major project(s) to be done by the student.

4. Deadlines of individual project(s)--note: all are to be completed *by the last day of classes*.

5. We have read and agreed to items 2-3—to be signed by individuals in item 1.

\_\_\_\_\_ student

\_\_\_\_\_ agency supervisor

\_\_\_\_\_ faculty instructor

*DEADLINE FOR THIS FORM: the end of week 1 of the semester and before the work projects begin.*

*RETURN ONE COPY TO FACULTY INSTRUCTOR AND ONE COPY TO PAULA RAYMAN, DIRECTOR*

*Peace & Conflict Studies Practicum Form #2*

LEARNING AGREEMENT FORM

*A. Organizational details*

1. \_\_\_\_\_ semester, \_\_\_\_\_ year

2. Names of

- a) student
- b) agency/center supervisor
- c) UML faculty instructor

3. Supervisory conference to be held between student and agency supervisor: \_\_\_weekly \_\_\_every other week;  
On \_\_\_\_\_ day, at \_\_\_\_\_ time at \_\_\_\_\_ location.

4. Any additional arrangements about the meetings or supervision?

*B. Learning plan (use an extra sheet if you need more space)*

1. Student's learning goal(s)—maximum 3 goals--for the project preparation course plus the actual project: these goals can include particular competency(s) sought

Using 2 columns that match each other, identify learning objectives in the left hand column, and specific tasks and work to meet those objectives in the right hand column

Learning objectives	Tasks

4. Any resources you will need, e.g. reading, internet sites, contact people, for achieving the objectives listed under item 3?

5. Supervision--describe how you plan to use your supervisor meetings and the skills/experience of your agency supervisor, in achieving your goals and assessing your progress.

*C. Signatures*

We have read and agreed to the material on this form

\_\_\_\_\_

Student

\_\_\_\_\_

Date

\_\_\_\_\_

Faculty Instructor

\_\_\_\_\_

Date

SUBMISSION DEADLINE FOR THIS FORM: end of week 3 of the semester--and before the work projects begin.

*RETURN ONE COPY TO FACULTY INSTRUCTOR AND ONE COPY TO PAULA RAYMAN, DIRECTOR*