

SPECIFIC GUIDELINES FOR LANG COLLEGE STUDENTS IN ECONOMICS

Fall 2011/Spring 2012

Students complete the Senior Capstone Requirement in one of three ways.

1. Satisfactory completion of any graduate-level course in the department, as completion of such a course is itself an achievement for an undergraduate.
2. Satisfactory completion of a designated 'capstone seminar course', of which the department will endeavor to offer 1-2 per year.
3. An undergraduate capstone project, such as a 'senior thesis' or other 'senior project' to be designed by the student in consultation with a consenting faculty member.

Most students in the department choose one of the first two options but the third may occasionally be appropriate.

Procedures for independent senior projects (option 3) are described below.

Independent Senior Project

Project Description

Completely self-directed, independent senior projects are individual research projects (and sometimes creative projects) developed in close consultation with a faculty advisor, allowing students to explore in-depth areas not covered in a senior seminar. A project proposal must be submitted to the program chair for approval, as described above. Projects should be limited in scope in order to allow completion in one semester. (Students wishing to undertake a more substantial project involving additional time should consult closely with both their advisor and the program chair to ensure suitability.)

Schedule and Procedure

Students must meet with the chair of their major/program before advance registration for their penultimate semester. All students in Economics who wish to undertake an Independent Senior Project, must submit final project proposals to the Director of Undergraduate Studies for Economics or his or her designated representative by **October 30th** for spring graduation and **March 8th** for fall graduation.

Final approval of the project by the Director of Undergraduate Studies for Economics or his or her designated representative must be reported to the senior class advisor by the first day of advance registration for the following semester (generally mid November for spring and early April for fall).

Nature of the Senior Project

All Senior Projects must be based in *research*. A creative project is possible, but this *must* wherever possible be accompanied by a research paper that is relevant and substantial. The goal of research projects is to engage with an existing literature in the field of Economics in relation to a specific *question* or *set of questions*. Generally, Projects must therefore be comprised of the following general parts:

- (1) clear articulation of the research question and its importance
- (2) a review and analysis of relevant literature in the field, with clear explication of relevance to the question at hand, and
- (3) exploration of the research question with supporting evidence

Requirements

Demonstrated familiarity with the relevant literature is required. For independent projects, students should expect to complete a research project of 30 to 50 pages or equivalent creative work/research combination.

Step-by-Steps for working on your Proposal

Step 1: Pick a topic you wish to work on (ideally, an extension of a topic you already have some familiarity with) in consultation with a faculty advisor who is willing to work with you. Advisors must be full-time faculty members in the Economics department, unless a specific exception is granted by the Economics Director of Undergraduate Studies or his or her designated representative.

Step 2: Start working on your proposal in the summer. Proposals should be 6-8 pages long (double-spaced) and contain the following:

- a. Working title of proposed research paper/creative project.
- b. Name of advisor.
- c. A 2-page description of the key idea being explored.
- d. A 2-page description of the methods of investigation to be employed.
- e. 1 page on the relevance of the project to the field of Economics or one of its sub-fields.
- f. A 1 page on work already accomplished, such as initial research completed.
- g. A 1-2 page bibliography or relevant sources to be consulted.
- h. 1 page on likely results or conclusions that you hope to achieve from this work.

Grading

Active and conscientious participation in the project process is essential to a successful senior project. This includes (1) fulfilling the requirements outlined in this document, (2) meeting with your project advisor regularly, (3) providing material for review to the advisor in a timely manner (giving sufficient time for feedback to be provided), and (4) engaging with advisor feedback in a constructive manner. In general, senior projects in Economics are graded in accordance with the educational value of the process of research as well as the degree of success of the final product.

Guidelines for Senior Work Advisors

AN OVERVIEW

Students complete a senior work project over two semesters. In the first semester, students write a proposal for approval by the concentration; and in the second semester, the approved project described in the proposal is actually completed. Projects should exhibit a culmination of a student's skills and experiences acquired through completing the Economics major requirements. Each project should be framed so that it can be reasonably completed in one semester. If you review the attached guidelines, you will have more detailed information about the expectations for students.

ROLE OF THE SENIOR WORK ADVISOR

Senior Work Proposals

It is important that advisors comply with all deadlines regarding drafts and final submission of the proposal. Students requesting a Senior Work advisor should contact the advisor by the *third week* of the semester with some a description of the project. If you are agreeable to advising the project, you should encourage the student to immediately begin writing a first draft of the proposal. The draft should be completed by the *fourth or fifth week* in the semester (and a revised draft by the *seventh week*). After you have approved the proposal, please send it to the Director of Undergraduate Studies for Economics or his or her designated representative. **The deadline for the proposal to be submitted is October 30th for May graduation and March 8th for December graduation.** The Director of Undergraduate studies or his or her designated representative as well as the Senior work Advisor may inform the student about any required revisions, and provide confirmation of final approval; the chair must also approve the assigned advisor.

Once you have signed off on a proposal, you are undertaking to attempt to assist the student with revisions of the proposal, as well as to work with the student through the following semester until completion of the project.

Approval Criteria for Proposals

As an advisor, you should endorse the proposal if and only if it satisfies the following criteria:

1. Proposals should be in the format stipulated in the “Senior Work Proposal Guidelines,” and include all the components required by those guidelines. In addition, the proposal should be clearly written and free of spelling and grammatical errors.
2. The proposal should exhibit an appropriate level of scholarship; it should display the format and tone acceptable to professionals in the specific academic field or specialization.
3. The proposal should be well reasoned and thoughtful, and ideas expressed should follow from one another in a logical manner. The motivation and methodology for the project should be described with as much detail as possible
4. Proposed projects must be reasonably possible to accomplish in one semester. One of your prime responsibilities as the potential project advisor is to help students contain their ambitions and focus on a project of appropriate size.

Senior Work Projects

During the second semester, you are committed to meet with each senior worker ***at least*** 5 times during the term. In this phase of the senior work project, you are responsible for the following:

- Advising students on appropriate and effective ways to implement ideas delineated in the proposal (for example, practical advice about data collection and analysis, suggestions about translating concepts into creative expression, etc)
- Helping students to designate interim goals and preliminary deadlines to ensure completion of the senior work project on time
- Reinforcing the importance of following professional guidelines for manuscript preparation, and recommending corrections wherever deviations from these guidelines might occur
- Reviewing project drafts for overall quality and soundness, and submitting final grades by the deadline

Fall Semester Projects are due the first week in December, and grades by winter break;

Spring Semester Projects are due the first week in May, and grades by graduation.

**SENIOR WORK
PROPOSAL/ADVISOR FORM: Please attach to your proposal**

To be completed by the students undertaking individual or collaborative senior work projects

STUDENT'S LAST NAME: _____ FIRST NAME: _____

STUDENT I.D. #: _____

TITLE/SUBJECT OF PROJECT: _____

To be completed by the Senior Work advisor:

SENIOR WORK ADVISOR'S NAME:

NEW SCHOOL AFFILIATION? YES; DIVISION:

NO

FULL-TIME NEW SCHOOL FACULTY MEMBER? * YES NO

*If you are NOT a New School Faculty member, has your advisee contacted the Director of Undergraduate Studies for Economics and Associate Dean for approval?)

PHONE: (one of these telephone numbers should be a number with voicemail)

Work: _____ Home: _____

E-MAIL: _____

ADDRESS: _____

Please read and check statement below then sign it:

_____ I have read and discussed the Senior Work Proposal with the above named student, and approve it to be forwarded to the Director of Undergraduate Studies for Economics or his or her designated representative for final approval. If revisions are deemed necessary I agree to further develop the proposal with the student.

Signature: _____

Eugene Lang College
Contact Meetings with Advisor Form
(For use once your proposal is already approved)
Senior Work Project

To be completed by the student:

Last Name _____ **First Name** _____

Student ID# _____

Title of Senior Work Project _____

To be completed by the advisor:

Advisor Name _____

E-mail _____

Phone (one of these telephone numbers should be a number with voicemail)

Work _____ **Home** _____

Address _____

My senior work advisee and I have had our first meeting and have set up a mutually agreeable meeting and deadline schedule to work on the project during the final semester.

Yes

No

Advisor Signature _____ Date _____

Return this form to the Director of Undergraduate Studies for Economics or his or her designated representative by the deadline published.