

Program Options: Project or Thesis

2013.08.19

PLEASE NOTE: Both options require a total of 30 semester hours...

1) Project Option: MINS 5960

- a) 26-27 **Course** Credit Hours + 3-4 **Project** Credit Hours
- b) Guidelines are generally less stringent than those for the thesis and the project is not subject to Graduate School format approval.
- c) The project report should be 40-60 pages, double-spaced, in a traditional font such as Times or Times New Roman.
- d) A project is typically done for three credit hours, but with the consultation of program directors and your advisor, a particularly involved or complex project may earn four credit hours. Such an agreement should be put in writing. A project requiring more than four credit hours of effort must be completed as a thesis.

2) Thesis Option: MINS 5950

- a) 26-24 **Course** Credit Hours + 4-6 **Thesis** Credit Hours
- b) This option requires the submission of a master's thesis meeting all the guidelines of the Graduate School.
- c) The thesis should be 60-100 pages, double-spaced, in a traditional font such as Times or Times New Roman.

3) Common Information:

- a) Your coursework should be substantially completed before beginning project/thesis hours. While some courses may be taken concurrently with your project/thesis hours, those courses necessary for the conduct of your work should obviously have been completed prior to beginning said work.
- b) Your proposal must strictly conform to the Master of Integrated Sciences Proposal Guidelines.
 - i) In general, a proposal states and defines a problem or question to be studied, describes methods that will be used to study the problem or question, and briefly describes general categories of literature as well as specific representative articles and books that will be reviewed and utilized in your work.
 - ii) Your formal proposal must be approved and signed by three (3) committee members whom you have selected.
- c) No one may proceed with a project or a thesis without a completed project/thesis proposal, including a signed Approval Form.
 - i) Your proposal and Approval Form must be submitted to the MIS Director at the *beginning* of the semester during which you register for your first project or thesis hour:
 - (1) Fall Semester – Proposal due September 15
 - (2) Spring Semester – Proposal due February 15
 - (3) Summer Semester – Proposal due June 10
 - (a) It is highly recommended, however, that you submit your proposal during the prior spring semester if you expect to begin your project during the summer.
 - ii) If you fail to meet the appropriate deadline, you will not be allowed to graduate that semester, though you may be allowed to begin work with the approval of the Program Director.
 - iii) While you are not required to begin work on your proposal prior to the semester you enroll for project or thesis hours, you may find it easier to meet the appropriate deadline if you begin discussions with your advisor and with the Program Director earlier rather than later. You should plan to schedule more time than you expect, as there are often unexpected delays. Remember, it is *your* responsibility to meet all required deadlines.
- d) The work you conduct, whether as a project or as a thesis, can be a theoretical paper, a quantitative research study, or an original analysis of a topic through review of scholarly, peer-reviewed journal articles.
- e) Most students need at least two (2) semesters to complete the project or thesis, so plan accordingly.

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- f) If your work involves research on human subjects, the Colorado Multiple Institutional Review Board (CoMIRB) must approve your plans before you begin. You are responsible for meeting all CoMIRB deadlines, and should schedule a buffer into your timeline in order to complete this process.
- g) You should submit chapters or sections to committee members throughout the semester for feedback.
- h) All students must pass a mandatory oral exam, which *you are responsible for coordinating with your committee chair and other members*. This oral exam is often referred to as a *defense* of your work.
- i) A final draft of your project or thesis is due at least four weeks before your intended oral defense date.
 - i) Your committee will decide whether or not you are ready to defend and must approve the scheduling of a defense.
 - ii) Your graduation is subject to delay if you do not meet deadlines.
- j) Project/Thesis Committee
 - i) *You are responsible* for assembling your project/thesis committee, consisting of at least three members.
 - ii) The faculty committee must comprise two or more disciplines.
 - iii) The chair of the committee must be full-time faculty at the University of Colorado Denver.
 - iv) All committee members must have graduate faculty status in the Graduate School, which can be requested for faculty from other University of Colorado campuses.
 - v) You can request one expert outside the University of Colorado system, subject to approval of the MIS Director and the Graduate School Dean.
 - (1) *You are responsible* for initiating such a request through the MIS Director by submitting the requested members' Curriculum Vitae and writing a very brief statement as to why this person is appropriate for your committee.