

MA Urban Affairs: Final Project Proposal Guidelines

Final Project: Students must complete a final project based on original, community or studio research and presented in the form of a report or paper, or as a video, art, or web exhibition.

The Final Project may take the form of a traditional research paper, a policy report, or other academic paper, or it may take the form of a website showcasing research, a podcast, a documentary film, a documentary photography project, or another form of creative output. Students must turn in a final project proposal by the end of the semester **BEFORE** they intend to graduate. This proposal should be submitted by email to the Graduate Advisor, and students may expect to make revisions before they begin their project.

The MA advisor may assign you to for final project supervision by other faculty if they are available and have expertise on your topic.

Final Project Proposal steps	Timeframe	Example Timeline
Overall: Develop approved final project proposal	At least one semester before you plan to graduate. <ul style="list-style-type: none"> • Have approved project proposal by end of the semester. 	Fall 2019 (if you plan to graduate in Spring 2020) <ul style="list-style-type: none"> • Meet with MA advisor once during September through October • Develop proposal by November • Address any revisions by early December • Approval by December.
Review these guidelines, brainstorm final project ideas, and meet with MA Advisor to discuss project ideas.	Meet with MA advisor in first month or two of the semester.	September or October
Research and draft project proposal. Submit it to MA Advisor.	After the MA advisor meeting	No later than November
Address any required (if any) revisions from MA Advisor	Upon Advisor review of proposal and any feedback for revisions.	No later than early December.
Proposal approval by MA Advisor	By the end of the semester.	No later than the end of December

Final Project Proposal Instructions

Purpose: To concisely and specifically describe the original research that you will explore and examine in your final project.

Length: The Final Project Proposal should be approximately two pages long with a third page as a Works Cited page.

I: Research Statement

A. Begin the proposal with introductory remarks that introduce your topic and explain why your proposed research will be important.

- Explain briefly the context of your research and the key issues that frame the topic.

B. Provide a research question of the issue or general problem that you are investigating.

- Make sure your research question is specific and not too broad. A specific research question keeps your research focused and achievable. In contrast, a broad question makes the research too large, vague, and unmanageable for a Final Project.
 - A broad research question would be, “What is gentrification in New York City?”
 - A specific research question could be, “What is the effect of the proposed L subway train shutdown on gentrification in New York City?”

C. Briefly explain how your proposed research will add something new and relevant to what we know about the topic.

II: Brief Literature Review

A. You will write a very brief literature review to situate your study within the existing knowledge in the field of study. This allows you to discuss what is already known and allows you to demonstrate what is new about your research.

B. You are required to discuss at least five or more key studies in the literature review. The studies that you reference should reflect the state of most relevant scholarship on your topic.

C. Make sure to use a reference system such as MLA, Chicago, Harvard, APA, or other styles to systematically cite authors in your proposal.

III: Methods Overview

A. Describe your general research design and data collection in your research project. Cite the relevant studies if you are utilizing methods developed by others.

- Discuss the types of sources used (primary or secondary texts, interviews, surveys, personal notes, media stories, etc.).
- Make sure to cover the who, what, when, how, where of data collection.

B. Describe your methods of analysis of the data.

PART IV: BIBLIOGRAPHY

(Also known as “Works Cited,” “References,” or “Literature Cited”)

A. On a separate sheet, list the articles or books that you have cited in your proposal.