An Overview of the IP Process and Requirements

How to plan & what to expect

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What is an IP (Integrative Project)?

- Similar to a Masters thesis
- 25-30 pages
- Flexible topic
  - Qualitative or quantitative
  - Academic paper, curriculum development, NGO program evaluation, personal reflection, policy/program recommendations
- Should have a theoretical approach/lit review
- Should demonstrate your voice/perspective
- Should contribute to the field
What is the purpose of an IP?

- In choosing a topic/format, ask yourself:

  What have I learned in class, through writing papers, and during internship and other student activities (e.g. writing or presenting articles)?

  How can I create a bridge between my graduate studies and my professional career?
How do I find out more info about the IP?

- Read the “Guidelines for Master’s Integrative Project for the Comparative and International Education Programs” — Recently revised!
- Read Notes from Grace Dodge Hall
- Meet with Peer Advisor and Faculty Advisor
How do I find out more info about the IP?

- Come to IP Workshops:
  - IP Workshop 1: *Brainstorming and Outlining* (Tues. Sept. 13th @ 5pm, GDH Private Dining Room)
  - IP Workshop 2: *Outline Exchange and Reviewing the Literature Review and Methods Section* (Thurs. Sept. 29th @ 5pm, Location TBA)
  - IP Workshop 3: *Literature Review Exchange and Discussing your Findings* (Tues. October 11th @ 5pm, Location TBA)
  - IP Workshop 4: *Writing Your Conclusion and Proofing your IP* (Thurs. November 10th @ 5pm, Location TBA)
Students take on average 1-2 semesters to work on their IPs
Register for IND4000 if you are finished with your coursework
Create a timeline and review it with your advisor

TIPS:
- Build in ample time for revisions
- Join an IP writing group to help keep you on track
IP Timeline & Dates

If you wish to graduate February 2012:

- May 1: Approval of IP by Advisor
- October 15: First Draft of IP Due
- November 1: (Green) Degree Application Due
- December 1: Final Draft of IP Due
- January 2: (Pink) Supplementary Form Due

If you wish to graduate May 2012:

- December 20: Approval of IP by Advisor
- February 15: First draft of IP Due
- February 1: (Green) Degree Application Due
- April 10: Final Draft of IP Due
- April 30: (Pink) Supplementary Form Due
Choosing a Topic

- Review past papers, internships, other academic/professional experiences for topic ideas
- Review past course literature
- Build a bibliography
- Look at list of topics online and sample IPs in 372 Grace Dodge Hall
- Attend IP presentations of graduating students
- Use brainstorming and concept mapping
Reflect on the purpose of the IP and on educational research more broadly:

- Providing evidence to support or disprove a concept, theory, or model;
- Improving on an existing concept, theory or model;
- Contributing new data/information, new solutions, new methodologies;
- Developing new ways of seeing and thinking.
Meet with your advisor to get topic approval by relevant deadline.

Bring to the meeting with your advisor:
- A one-page summary or outline of your topic
- 4-5 key references

Your advisor might have additional deadlines/requirements so ask about this during your meeting.
The Role of the Peer Advisor

- **The Peer Advisors can:**
  - meet with you to discuss ideas, suggest resources, and help you structure your writing
  - can make suggestions on a section of your paper

- **The Peer Advisors cannot:**
  - approve your topic; you must meet with your faculty advisor to get his/her approval for your topic and drafts
  - read full drafts or provide editing

- If you would like feedback on a section of your IP, you must allow us **at least 1 week** to return comments
The Basics of the IP

- 25-30 pages
- APA citations and formatting required
- Format/contents vary by project type and faculty expectations
The Basics of the IP

- Abstract
- Introduction and relevance of study
- Literature Review
  theoretical/ conceptual framework
- Methodology
  ethics/ human subjects’ protection measures, where relevant
- Results / Outcomes
- Discussion / Analysis
- The Way Forward / Agenda
Additional Information

- Check additional resources section on the “An Overview of the IP Process & Requirements How to Plan & What to Expect” outline

- Join an IP Writing Group

- Sample IPs: [http://www.tc.edu/faculty/bajaj/students.htm](http://www.tc.edu/faculty/bajaj/students.htm)

- Institutional Review Board (IRB) approval
  - Not mandated for IPs
  - Review and adhere to the TC IRB guidelines - [http://www.tc.edu/admin/irb/](http://www.tc.edu/admin/irb/)
  - Contact the IRB if you plan to publish your work
After You Have Finished...

- Submit your approved IP to the IED/CIE Program office: 1 electronic copy to your Peer Advisor and 1 hard copy to Program Office.

- Please sign the Permissions Form (located in 372 Grace Dodge Hall) so others can benefit from your experience!

- Apply for copyright (optional) – [lcweb.loc.gov/copyright/](http://lcweb.loc.gov/copyright/)
Writing Resources

- Please visit the Graduate Writing Center http://www.tc.columbia.edu/centers/writingcenter/ for more information.

- Upcoming Writing Center Workshops include (send email to RSVP at writingcenter@tc.edu)
  - *Introduction to APA*, September 24th at 9:30am, Horace Mann 152
  - *Writing a Literature Review*, October 8th at 9:30am, Location TBA
  - *Concept Mapping*, October 22nd at 9:30am, Location TBA
The practicum is a NON-CREDIT 5-week session resource designed to help students develop and draft their IPs. The practicum will focus on the development of academic writing skills. Each session will be conducted in a workshop format, addressing specific aspects of the IP. Students are expected to prepare and share their writing, as well as offer and receive constructive feedback from their peers and instructors.

This practicum will be led by doctoral student Writing Fellows and will start at the end of September.
Information Sessions

- Wednesday, **September 14th**, 7-8 PM in 305 Russell Hall (3rd Floor Library)
  OR
- Thursday, **September 15th**, 11 AM–12 PM in 306 Russell Hall (3rd Floor Library)

- Hour-long information session. Writing Fellows will introduce you to the IP Writing Practicum, a new writing support resource for second year students. You will also have the opportunity to sign up for the practicum and meet this year's Writing Fellows.
Library Research Workshops

- Wednesday, **September 14th**, 12pm-1:30pm, 306 Russell Hall (3rd Floor Library)
  OR
- Wednesday, **September 21st**, 4-5pm, 306 Russell Hall (3rd Floor Library)

Come and participate in this research skills-building workshop facilitated by Allen Foresta- Senior Librarian, Research and Information Services. The workshop will be held on two days:

*Space is limited to 35. Register today!*

- Register online for September 14: [http://libresearch1.eventbrite.com/](http://libresearch1.eventbrite.com/)
- Register online for September 21: [http://libresearch2.eventbrite.com/](http://libresearch2.eventbrite.com/)