

URP6979: Terminal Project Pt. 2

Faculty Contact Information

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E-mail: use the "Inbox" feature in Canvas

Office Hours: E-mail for appointment

Or contact your Committee Chair and Co-chair

Course Communications

- 1) Your instructor is always available by email, and you can expect a response to emails within 48 hours except weekends and holiday. The instructor is also available for live chat by appointment. Please contact the instructor by email to arrange a chat.
- 2) The student should contact the Committee Chair directly, by email or phone, as needed.

Required Text

There is no required text for this course.

Course Description

The terminal project allows the student to explore a topic that has a strong foundation in the knowledge and skills learned in the program. The terminal project focuses on an identifiable issue, condition, or circumstance that is a suitable subject for inquiry and planning decision-making. The terminal project does not have to be a research project in the strictest sense, but it must include a research component or process. The format should be consistent with the requirements for a traditional thesis, unless an alternative format has been worked out with the committee in advance. The terminal project provides an opportunity for students to identify a planning problem, select appropriate analytical methods, evaluate alternative approaches, and make recommendations. The project should report on a real-world planning operation or on a planning analysis. The project must be carried out in a manner that demonstrates professional judgment and competence.

Terminal Project Process

You should be working from the draft you produced in Terminal Project Part 1. You will have opportunities within each Module to solicit feedback from different groups: the URP faculty, your advisor, and your peers.

An Outline for Scheduling the Process for the Final Semester

With your Chair, you will work out a schedule for completing your project. Below are some benchmarks to keep in mind in making that schedule. Be prepared to propose a schedule to your Chair.

LAST DAY TO DEFEND What is the last date to defend your terminal project? No defenses can be held after this date.

FINAL SIGNATURES DATE What is the deadline for all final signatures to be delivered to the Department? After that date, your project is complete.

DELIVER PROPOSAL This might be a one-page proposal, with a draft bibliography, and the timetable included.

DATE FINAL DOCUMENT SUBMITTED TO CHAIR PRE-DEFENSE Consult with the Chair and other committee members about how much time they need to review pre-defense. A week or two is typical.

DATE FIND DOCUMENT TO CHAIR SUBMITTED POST-DEFENSE Consult with the Chair and possibly other committee members about how much time they need to review the document after the defense. A week or two is typical.

SEGMENTS OF THE WRITTEN DOCUMENT Dates for completion should be attached to all of the items below, in consultation with the Chair.

Introduction

Literature Review

Methodology

Analysis and Findings

Discussion and Conclusion

Assignments

The following assignments are included in your final grade:

- **Project Abstract:** First draft due at the end of the first week. Abstract should include the geographic delineation of your study site, and any other aspects of scope, including times, key stakeholders, institutions, etc. The abstract should include a rationale for the project. The abstract should mention the method and data used, and your findings (if you have them), or a statement of what you expect to find. If you have been able to draw a conclusion from findings, included it here.
- **Introduction and Rationale:** First draft due at the end of the second week. The introduction section sets the stage for your study and brings us into the general picture. Any general historical information that is needed can be given here, as well as general summaries of the issues, and previous or current activities that are relevant. The rationale tells us why this study is important to undertake, why it should be done here, and now.
- **Literature Review:** First draft due at the end of the fourth week. This review should focus your study in relationship to what is already known, and what needs to be known. It includes any relevant reports, research, or other published materials that help the reader understand the context of the study, what is already known, and what this study should contribute. The review is narrated by you, and walks the reader through the materials being presented. Any theoretical material used to frame the study, or to understand the evidence, should be included in this section.
- **Data and Analytical Methods:** First draft due at the end of the fifth week. If you are using a hypothesis or proposition, it will be included in this section. This section should describe how you will study the problem, and the rationale for this method. This section will describe what your data will be, how you will analyze it, and how that will inform your conclusions.
- **Findings:** First draft due at the end of the sixth week. Here you will describe your analysis of the data.

- **Conclusion:** First draft due at the end of the seventh week. Here you will connect your findings to your introduction and rationale. This section is where recommendations should be included, if you are making any.

Missed Deadlines

Notify your instructor if you are struggling to meet the set deadlines.

Course Technology

In the event that you have technical difficulties with e-Learning, please contact the UF Help Desk. If your technical difficulties will cause you to miss a due date, you **MUST** report the problem to Help Desk. Include the ticket number and an explanation of the issue based on consult with Help Desk in an e-mail to the instructor to explain the late assignment/quiz/test. The course faculty reserves the right to accept or decline tickets from the UF Help Desk based on individual circumstances.

For any technical issues you encounter with your course please contact the UF computing Help Desk at 342-392-HELP (4357), select option 2. For Help Desk hours visit: [Information Technology–UF Computing Help Desk \(Links to an external site.\)](#).

Student Support Services

As a student in a distance learning course or program, you have access to the same student support services that on campus students have. For course content questions contact your instructor.

Other resources are available at [Student Services|Distance Learning \(Links to an external site.\)](#).

University Policies

University policies on such matters as add/drop, incomplete, academic probation, termination of enrollment, reinstatement, and other expectations or procedures can be found in the [graduate student handbook \(Links to an external site.\)](#) and at the [Dean of Students website \(Links to an external site.\)](#).

University Policy on Academic Misconduct

Academic honesty and integrity are fundamental values of the University community. Students should be sure that they understand the [UF Student Honor Code \(Links to an external site.\)](#).

Netiquette: Communication Courtesy

All students are expected to follow rules of common courtesy in all e-mail messages, threaded discussions and chats. Course communication should be civilized and respectful to everyone. The means of communication provided to you through e-Learning (e-mail, discussion posts, course questions, and chats) are at your full disposal to use in a respectful manner.

Abuse of this system and its tools through disruptive conduct, harassment, or overall disruption of course activity will not be tolerated. Conduct that is deemed to be in violation with University rules and regulations or the Code of Student Conduct will result in a report to the Dean of Students.

Refer to the [Netiquette Guide for Online Courses \(Links to an external site.\)](#) for more information.

Student Honor Code

In adopting this Honor Code, the students of the University of Florida recognize that academic honesty and integrity are fundamental values of the University community. Students who enroll at the University commit to holding themselves and their peers to the high standard of honor required

by the Honor Code. Any individual who becomes aware of a violation of the Honor Code is bound by honor to take corrective action.

Student and faculty support are crucial to the success of the Honor Code. The quality of a University of Florida education is dependent upon the community acceptance and enforcement of the [Honor Code \(Links to an external site.\)](#).

The Honor Pledge

We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honesty and integrity by abiding by the Honor Code.

On all work submitted for credit by students at the University of Florida, the following pledge is either required or implied: "On my honor, I have neither given nor received unauthorized aid in doing this assignment."

Special Accommodation

Students requesting disability-related academic accommodations must first register with the [Disability Resource Center \(Links to an external site.\)](#).

The Disability Resource Center will provide documentation to the student who must then provide this documentation to the instructor when requesting accommodation.

Complaints

Should you have any complaints with your experience in this course please visit [Student Complaints \(Links to an external site.\)](#) to submit a complaint.

Grading Scheme

Letter Grade	Percentage	Grade Points
E	Below 55%	0.00
A	93-100%	4.00
A-	90-92%	3.67
B+	88-89%	3.33
B	83-87%	3.00
B-	80-82%	2.67
C+	78-79%	2.33
C	73-77%	2.00
C-	70-72%	1.67
D+	68-69%	1.33
D	58-67%	1.00
D-	55-57%	0.67

For greater detail, see the Grades section of the [Graduate Catalog for the University of Florida \(Links to an external site.\)](#). It also contains the policies and procedures, course descriptions, colleges, departments, and program information for UF.

You can also review [ISIS \(Links to an external site.\)](#) regarding frequently asked questions about minus grades.