**PROSPECTUS FORMAT/GUIDELINES**

For each Thesis presentation, the candidate will produce a single page (front and back), single-spaced document that serves as an executive summary or brief description of the research exercise. This *Prospectus* is fundamentally a cut and paste document from the original paper and is a “talking points” document to be distributed during the candidate's presentation. Each *Prospectus* will obviously be different; however, each will have at least three sections: *Introduction; Review of Literature: Conclusions & Recommendations.* The titles of chapters may be changed with *Faculty Research Advisor* approval to better report and/or support the graduate research exercise. The following format is suggested.

**OFFICIAL TITLE OF THE GRADUATE RESEACH EXERCISE**

Graduate Candidate's Name Faculty Research Advisor

Candidate’s Contact Information Faculty Research Advisor

**\*INTRODUCTION**: Brief background of the investigation for the reader to frame the problem/question particularly identifying:

* + - Statement of the Problem including the research Hypothesis, Question, or Issue
    - Purpose, Rationale or Significance of the Problem/Question/Issue

**\*REVIEW OF LITERATURE**: A brief review of only the most salient research/literature that helps identify the place and or role of this project as a contribution to the discipline

**DESIGN or METHODS or PROCEDURES**: A short description of what was done to address the problem or question identified in the Introduction

**RESULTS or OUTCOMES or DISCUSSION**: A brief discussion of what decisions were made relevant to the problem and or questions posed in the *Introduction*

**\*CONCLUSIONS AND RECOMMENDATIONS**: Identify a major finding and suggest or recommend a next step or other potentially fruitful avenues for investigation or study regarding this problem, question, or issue.

**NOTE:** this is a report of what has happened relative to a specific problem, consequently, the *Prospectus* (like the final paper)is written in the PAST TENSE.

**\*** These sections are necessary for each *Prospectus*.