

# Program in Quantitative Social Science

## Guidelines for Minor Projects<sup>1</sup>

This document lays out several principles and key dates for minor projects written for the Program in Quantitative Social Science (QSS).

The Director of Undergraduate Research (DUR) is the primary contact for students writing minor projects in QSS. Beyond the DUR, peer feedback and support are important components of the research process. As such, QSS strongly encourages all students pursuing a minor in QSS to complete their projects during the Winter term of their third or fourth years. If class scheduling makes this difficult, a student should contact the DUR as soon as this is apparent.

This document refers to weeks and days that occur during the quarter in which a student will be writing his or her minor project. These weeks and days are based on official academic year calendars as published by the Dartmouth College Registrar.

### Length and format

- QSS minor projects should be suitable for submission as short journal articles or as conference submissions. Students will produce final documents of approximately 3,500 words, possibly with appendices. Because of the short length of QSS minor projects, it is expected that students will invest heavily in the processes of writing and editing; upon completion each QSS minor project should be a polished manuscript. Manuscript style (APA, APSR, Chicago, etc.) will be determined by the DUR.

### Milestones

#### Fall Quarter (optional)

- **Funding requests:** If a student plans to collect original data to be used in a Winter quarter research project, funding requests should be completed in a prior Fall term. A student seeking funding must have a firm plan for his or her project before applying for funding. Funding sources are limited, and some options are described here: <https://students.dartmouth.edu/ugar/research/getting-started/funding-options>

#### Winter Quarter

- **Project ideas:** Each student will meet with the DUR to discuss possible projects during or before the first week of classes. Following a first week meeting, each student will submit a short summary of his or her selected topic.  
**Due: Friday of Week 1**

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<sup>1</sup> Approved by the QSS Steering Committee on April 15, 2017, and effective as of July 1, 2017.

- **Proposal:** Each student must submit to the DUR an initial draft of a research proposal. This proposal should detail the research question being studied; provide a motivation for the question; contain an initial literature review; and, explain the anticipated contribution of the thesis to the literature being reviewed. Further instructions will be provided by the DUR.  
**Due: Friday of Week 2**
- **CITI training and CPHS protocol:** Each student must complete CITI training. Students working with original or secondary data must also submit a CPHS protocol, and the DUR will provide guidance with this. For details on CPHS, see <http://www.dartmouth.edu/~cphs/tosubmit/education/index.html>.  
**Due: Friday of Week 2**

#### **For projects using original or secondary data:**

- **Data collection complete:** Students will submit a short email update to the DUR detailing the status of data collection.  
**Due: Friday of Week 5**
- **Analysis complete:** Students will submit a short email update to the DUR detailing the analyses completed.  
**Due: Friday of Week 6**

#### **For projects not using original or secondary data:**

- **Completion of analytic work:** Students will submit a short email update to the DUR detailing thesis progress.  
**Due: Friday of Week 6**
- **Initial draft:** Each student will submit a draft of his or her project to the DUR.  
**Due: Friday of Week 7**
- **Complete draft:** Each student will submit a complete draft incorporating feedback from the DUR.  
**Due: Friday of Week 9**
- **Presentations:** All QSS minor projects will be publicly presented and defended.  
**Due: Week 10**

## **Assessment**

- Each QSS minor project will be evaluated by the DUR and a second reader, to be named by the DUR. Based on suggestions from the second reader, the DUR will make a

proposal to the QSS Steering Committee regarding completion of the minor project. The Committee will have ultimate authority over deciding whether a project is considered incomplete or complete, and the DUR will assign a final grade for each minor project.

## **Exceptions**

- Individual alterations to rules and due dates specified in this document must be approved by the DUR in consultation with the QSS chair.