

Clemson University MCRP Program  
**Guidelines for Terminal Project and Thesis Final Presentations**  
**Spring 2018**

**DATES and TIMES:**

Thesis presentations scheduled on Friday April 6 @ 9:00am and 1:30–3:30 pm.  
Terminal Project presentations scheduled on Friday April 13 and Monday April 16.  
Specific times will be determined during sign-up process. Final schedule will be emailed.

You must turn in a draft of your TP or Thesis to your committee for review to be approved to present in addition to your PowerPoint. Your TP committee must confirm that you are ready to present. Typically, the committee will want to review your draft at least one week before the presentation.

**SIGN-UP PROCEDURE:**

First, the faculty will provide their available times on Monday and Friday to Admin Assistant (Jackie). Then, a schedule of faculty availability is emailed to students. Students need to determine which times are options depending on the availability of their committee members. All committee members should attend the final presentation.

A notification email is sent with date and time to alert students when to begin sign up. On specified date and time, an email is sent with link to online access for time segments. Students select a time that is free of conflicts. Remember, do not select times when your committee members are not available.

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**TIME LIMITS FOR THE PRESENTATION:**

The student presentations should be 20 minutes. Please practice your presentation and trim it down to 20 minutes. The total time allotted for each student is 45 minutes:

- 20 minutes for the student presentation
- 15 minutes for questions and answers
- 5 minutes for faculty deliberations (student steps outside the room)
- 5 minute break

**PRESENTATION TIPS:**

- Do not use tiny font sizes. Make sure that everyone can read your text (e.g., minimum 20-24 point font size for most text)
- Do not fill your slides with too much text. Create a balance of graphics and text that captures the interest of the audience.
- Do not read all of the text on the screen. (That puts everyone to sleep.) It also calls into question your command of the topic. Know your material well enough to be able to speak fluently about it without reading text verbatim.
- Communicate your interest in the topic. (Do not drone on in monotone). Connect with the audience and show some animation. If you are not excited about your topic, then the audience will not be either.

## **COMPUTERS, FLASH DRIVES:**

Students should have their presentations on a flash drive if possible. The MCRP Program will provide a computer connected with a projector. Students can just plug in their flash drive and bring up the PowerPoint presentation. It is acceptable for students to bring their personal computers along as backups, just in case the flash drive does not work for some reason. However, we do not want to be changing out the computer for every presentation.

## **CONTENT OF THE PRESENTATION:**

The focus of the final presentation is the results of your research and plan-making efforts during the spring semester. Most of the time should be spent on your results and their interpretation. With that in mind, you should sharply compress the first part of your presentation, which should be a brief review of the following:

- Problem Statement
- Research Questions
- Significance
- Literature Review
- Methodology

*Again, do not spend a lot of time on this.* It was already covered at the TP/Thesis Proposal presentations in November.

## **Most of your presentation time should deal with the following:**

- Description of the Work Performed (e.g., inventories, data gathering, mapping, field analysis, administration of surveys or interviews, application of statistical analysis, analysis of best practices, etc.). This is the execution of the methodology that was laid out in the fall semester.
- Results of the Research or the Design/Planning Process. This includes both a *presentation* of any important results and the *interpretation* of those results. Tables, maps, and matrices do not explain themselves. Please tell the audience what they mean. If the project involves making a plan, then recommendations should be justified with logic, evidence, and reference to current best practices in the field.
- Limitations. What were the boundaries of your project? What tasks were you unable to undertake, given the limitations of time, funding, data availability, etc. Are there any issues with validity or generalizability?
- Future Research Directions: What are some other research or planning efforts that might emerge from your project, carrying forward your initial explorations and expanding the scope of the inquiry.
- Bibliography or Reference List. There is no need to discuss this, but it is a good idea to have it at the end for reference purposes.

**EXTRA POWERPOINT SLIDES (Not part of main presentation):** If you think that you might be asked some questions about a particular sub-topic, but don't have time to address it in the allotted 20 minutes, you can always store a few slides at the end of your presentation, just in case you need to refer to them. You will not show or discuss these slides during the main presentation, but if questions arise, you could pull up a key table, matrix, map, or illustration to establish that you have dealt with the issue.

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## Terminal Project and Thesis Formatting Issues

The format for **theses** is governed by the Graduate School and detailed requirements are provided on the Graduate School website:

<https://www.clemson.edu/graduate/students/theses-and-dissertations/index.html>

The Manuscript Review Office will check any thesis (or dissertation) to make sure that it meets these requirements and will ask for revisions if necessary. All theses look the same because they must follow the same requirements. Note also that there is a deadline for submitting a thesis to the Manuscript Review Office electronically: April 26 for a May 2018 graduation.

**Terminal Projects do not have to follow the thesis guidelines.** While Terminal Project should be 8.5 x 11, TP can be in either portrait or landscape format. There are no specific rules for margins, but it is advisable to leave an extra-wide margin on the side of the document that will be bound. (The binding takes up some space on that side.) With a Terminal Project, you have some freedom in the formatting. The Terminal Projects do not go to the Graduate School for review. The PDFs of the Terminal Projects are filed in TigerPrints as they were submitted to the MCRP Program. TP PDFs need to be approved by your TP Committee.

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## Submitting Final Paper and Digital Copies of Theses and Terminal Projects

**NOTE:** Graduating students should have all paper copies of their terminal projects turned in by **May 4**. The MCRP Program will send out emails reminding students of the end-of-year requirements in April and May.

1. **Terminal Project students:** One (1) unbound paper copy of your TP is due after your Committee Chair has given final approval.
  - This copy is required for the Chair of your committee.
  - If you would like additional copies for your own personal use, you may include as many copies as you want to bind.
  - Please note that it is your responsibility to make the copies. Admin Assistant will coordinate with the binding company.
  - The fee is **\$25 per copy** to be professionally bound with payment remitted to Clemson University through the CU Marketplace Online Store, under City and Regional Planning.
  - Please allow 2 months for the bound copies to be returned. **IMPORTANT: Please provide your post-graduation mailing address so that any additional bound copies can be mailed to you.**

- **All copies, payment confirmations, and mailing addresses are due to Admin Assistant in Lee 3-113 office by 2:00 PM on Friday , May 4<sup>th</sup>**

TP copies are not required to be on a specific type of paper. You can use either portrait or landscape format. Paper Size is 8.5" x 11". You must also include the **"TP cover sheet" with your committee's signatures. An example is provided via email attachment.**

**The Gunnin Architecture Library also needs a PDF version of your TP**, which will be stored in TigerPrints, Clemson's digital depository for scholarly works created by Clemson faculty, students and staff. Please also submit 5-6 keywords to make your TP searchable in the library database. These keywords will be suggestions for the Gunnin reference librarian to check and edit for you.

In Summary, items to turn in to Admin Assistant in Lee 3-113 by May 4<sup>th</sup> are:

**STUDENT ACTIONS:**

- You obtain your committee's signatures on the Cover Page before turning in your copies.**
- On the cover page, you provide the proper Title of your TP, name of degree (Master of City and Regional Planning), and name of department (Department of City Planning and Real Estate Development).**
- Use your legal name.**
- PDF version along with 5-6 Keywords**
- (1) paper copy of final project to bind**
- \$25 Payment in CU Marketplace Online Store**
- Mailing address**

If you are making additional personal copies of your TP, then you must provide the paper copies along with payment confirmation of \$25 for each copy, remitted to Clemson University through the CU Marketplace Online Store.

2. **Thesis Students:** Thesis process is completed online.
  - You are still required to have at least one copy of your thesis bound for your Committee Chair.
  - Please reference the requirements for the Terminal Project, listed above in Section #1.
  - You may bind as many copies of your Thesis as you prefer.
  - **Please have all of your copies turned in to Jackie by May 4<sup>th</sup> @ 2:00pm**
3. **Address:** It is very important that you provide your summer, permanent, and/or work address, phone number and e-mail address.
  - We encourage you to keep in contact with our office after graduation with any new addresses and what your job entails.
  - This is a big help throughout the years as we want to keep in touch with you as our Alumni.
  - This is also a very important element of accreditation by the Planning Accreditation Board.

4. Exit Interview: Dr. Gaber will conduct an exit interview with each graduating student.
  - Please complete the “Exit Interview Questionnaire” and take it with you to the interview.
  - Dr. Gaber will be sending the questionnaire out during April.
  - This is your opportunity to share your feelings, suggestions, and ideas about the program.
  - A sign-up sheet for the Exit Interviews will be posted outside Dr. Gaber’s Office.
  
5. Fines/Dues: All University fines/dues must be paid. Double check with the library and the Bursar's Office to be sure that there are no fines showing on your record that will keep you from graduating. This includes library fines, parking tickets, etc.