

**GRADUATE PROGRAM IN
INTERNATIONAL DEVELOPMENT
AND SOCIAL CHANGE (IDSC)**

**STUDENT HANDBOOK
2009-2011**

Overview.....	3
IDSC Course of Study	4
Master’s Degree Requirements	4
Required Core Courses (5).....	4
IDSC Skill Courses (a sampling, 2 required).....	4
IDSC Elective Courses to form an area of specialization (a sampling, 5 required).....	5
Directed Study	5
Transfer credits.....	6
B.A./M.A. Fifth Year Pathway.....	6
Suggested Sequencing and Program Plan for IDSC/M.A.	7
First-year Fall Semester	7
First-year Spring Semester	7
Second-year Fall Semester.....	7
Second-year Spring Semester	7
Checklist for IDSC/M.A.	9
IDSC Faculty	10
Program Faculty	10
Research Faculty.....	11
Adjunct Faculty.....	11
Research, Internships, and Careers.....	12
Research Resources.....	12
Field Research	12
Current IDCE Research Activities.....	12
Internships.....	13
Careers	13
IDCE Internship Requirements for Graduate Students.....	14
Negotiating an Internship	14
Academic Component of Internship	14
IDCE Internship Proposal	16
IDCE Internship Report.....	18
Internship Supervisor Evaluation	19
IDSC Final M.A. Project	21
Option 1. Final M.A. Research Paper	21
Option 2. Final M.A. Practitioner Report.....	21
Option 3: Final M.A. Thesis.....	22
Procedure and Timeline for IDSC Final M.A. Project.....	23
The Quality, Style and Content of the IDSC Final M.A. Project.....	26
IDSC Final M.A. Project Checklist.....	28
IDCE Intent to Graduate Form.....	29

Overview

The Master of Arts degree in International Development and Social Change (IDSC) emphasizes the connection between critical thinking and effective action. It is designed for scholars of international development, as well as for present and future practitioners of grassroots, community-based development.

Offering alternatives to centralized planning and implementation, the IDSC Master's program has been a pioneer in participatory development and a leading force in creating tools for social change. The challenge for the 21st-century is to promote just and equitable development and sustain environmental resources through critical thought, local planning, and action. The IDCE Department and the IDSC program stress participatory approaches that foster alliances and partnerships between local institutions and broader entities such as external development agencies, universities, and state and non-governmental organizations.

This master's program helps students conceptualize innovative approaches to development problems by building an understanding of the complex causes, influences and implications of poverty, social injustice, and conflict. Rooted in the belief that effective approaches merge many disciplines, the IDSC program employs a cross-disciplinary focus, with faculty from anthropology, economics, environmental sciences, women's studies, geography, history, government, and management. Links with collaborating institutions in countries such as Kenya, Nepal, Ghana, India, Senegal, and Mexico provide important real-world perspectives and field work opportunities. The IDSC Master's program has three key elements:

1. Challenging conventional ideas about development and seeking innovative alternatives,
2. Understanding how the interplay of power relationships gives rise to social injustice and inequity, and
3. Exploring the linkages between critical thinking and effective development practices at the community, regional, national, and global levels.

Courses introduce classical and contemporary approaches and critiques of development and provide practical skills to advance professional goals in the field of development. The unique blend of theory and practice enables students to link local planning and action to policy making at different levels. The program also focuses on gender issues and social justice, bridging differences in post conflict areas, building alliances among institutions, and learning from the voices of marginalized people.

IDSC Course of Study

Master's Degree Requirements

The master's degree in International Development and Social Change requires a minimum of 12 graduate course units. These include five required core courses, including a final M.A. project, two skills courses, and five elective courses to form the student's field of specialization.

Through action-oriented, critical studies linking theory and practice, this master's program offers opportunities to specialize in such topics as political economy, conflict and development, education and development, health and development, culture and development, resource management, community-based development, gender and development, and more.

Required Core Courses (5)

1. **IDCE 360 Development Theory** provides a critical overview of classical and contemporary theories of development across many disciplines. Encourages thinking historically, politically and analytically about the multiplicity of development processes and the complex relations of power that underlie them.
2. **IDCE 361 Development Program and Project Management** develops skills in needs assessment, project design, implementation, management, budgeting, scheduling, work plans, and monitoring/evaluation.
3. **One Graduate-level Economics Course**, such as IDCE 30217 Economic Fundamentals for International Development introduces economic history, as well as microeconomics and macroeconomics to the non-economists, while illustrating practical applications of these techniques to real-world development situations.
4. **IDCE 30291 Research Design and Methods** (or its equivalents) reviews topics in social research design and methodology including problem definition, research strategies, sampling, data collection techniques and procedures, and proposal writing.
5. **IDCE 30213 Final M.A. Project** is the culminating experience of the IDSC Masters program where students have the opportunity to develop their research and professional interests independently.

IDSC Skill Courses (a sampling, 2 required)

- IDCE 30229 Program Monitoring and Evaluation
- IDCE 30292 Participatory Development Planning
- IDCE 30254 Gender, Power and Social Change
- IDCE 30271 NGOS and Advocacy
- IDCE 30328 Public Communication Seminar
- IDCE 30239 Microfinance, Gender, and Liberalism
- IDCE 30206 Technology and Sustainability: Perspectives from the Global South
- IDCE 30201 GIS and Community Profiles: Mapping Strategies for Planning & Comm. Dev.
- IDCE 366 Principles of Conflict Negotiation
- IDCE 388 Advanced Vector GIS
- IDCE 396 Advanced Raster GIS

IDSC Elective Courses to form an area of specialization (a sampling, 5 required)

Students select electives to focus their research, deepen their understanding of, and develop an area of specialization in one of the following areas: conflict and development, culture and development, political economy, gender and development, resource management, community-based development, health and development, education and development, geographical information systems, and more. This list is a sampling of specializations. Students may establish one of their own choosing.

- IDCE 30269 Raced Nature, Gendered Developments: The Political Economy of Environmental Conservation
- IDCE 30243 Seeing Like a Humanitarian Agency
- IDCE 30235 Globalization and its Illicit Commodities
- IDCE 30256 Peasants, Rural Development and Agrarian Change
- IDCE 312 Famine and Food Security
- IDCE 354 Beyond Victims and Guardian Angels: Third World Women, Gender & Dev.
- IDCE 304 International and Comparative Analysis of Community Development
- IDCE 341 Management of NGO Organization
- IDCE 30221 Education and Development
- IDCE 30248 Gender and Health
- IDCE 30207 Gender, Militarization and Development
- IDCE 373 Social Movements, Globalization and the State
- IDCE 369 Religion, Identity and Violence in a Globalizing World
- IDCE 353 International Political Ecology

Please view Clark's official [Academic Catalog](#) for a complete listing of course offerings. Remember that each IDCE program offers flexibility so students can take classes across programs. IDCE also maintains links with other educational departments at Clark University, including the School of Geography and the Graduate School of Management.

Directed Study

As part of your elective credits, you have the option of doing undertaking an internship (details on page 14) or a directed study with any IDSC core or affiliate faculty member. Directed studies are an opportunity for students to engage in advanced level work (beyond what they learn in seminars) on issues of special interest to them. Directed studies take different form (e.g. literature review, annotated bibliography, research paper, thesis preparation, grant proposal development, etc.) depending on the interest and abilities of each student, and the degree of involvement from the faculty.

To undertake a directed study, you must first develop a preliminary reading list and a draft proposal describing the topic you wish to explore in depth, the rationale for it, the shape of the final product (e.g. literature review, annotated bibliography, a brief research paper, etc.), and a timeline for it. Once you have those issues outlined, share the draft proposal with the faculty member you wish to work with. The faculty member will let you know if s/he feels your topic matches with his or her area of interest and can direct your study. If the faculty member agrees to work with you, you must finalize your course of study and get the faculty's permission to register for the necessarily credits (IDCE 399).

Given the complexity and level of thought that goes into a directed study, you must begin to prepare for this well in advance of course registration. Typically, a directed study is not undertaken until your second year of the program, when you have a clear idea of the focus for your final project. You can take a total of two (2) internship and/or directed study credits over the course of your IDSC M.A. program. If you want to take more than 2 credits of internship and/or directed study, you must submit a written request and rationale to the coordinator of the IDSC program and the IDCE Director.

Transfer credits

Up to two graduate course units (8 credits) may be transferred from another institution into an IDCE Graduate Program to count towards the 12-course-unit requirement for graduation. These transfer credits must be approved by the IDSC Graduate Program Coordinator and the Director of IDCE and must be relevant to your particular course of specialization. These transfers are to occur before students begin their M.A. at IDCE or soon after. Retrospective transfers are unusual. A student may petition the IDSC Program Coordinator and the Director of IDCE to request such a transfer and it is their prerogative to assess the possibility of such transfers.

B.A./M.A. Fifth Year Pathway

Eligible Clark University students who proceed to the fifth year M.A. degree program in IDSC take eight credits over two semesters. These include the five required courses described above and/or 2-3 skills or elective classes. These elective courses form the student's focus or "area of specialization," which may be the same or different from the undergraduate major area of specialization.

The fifth-year scholarship requires students to complete all requirements within the prescribed year. The IDSC faculty highly encourage all participants in the B.A./M.A. program to complete a M.A. paper, thesis or technical report at the same pace as the regular M.A. students (to be filed in late March). However, students can extend their M.A. studies into subsequent semesters at their own cost.

Due to the intensive nature of the fifth year, B.A./M.A. students petition their faculty readers for extension to this deadline according to two alternative scenarios:

Scenario B: Completion of this requirement by August 26 for an October 2 graduation. The student will receive his/her diploma in the following October graduation, but will not have to pay additional fees.

Scenario C: Completion of this requirement by November 2 for a December 14 graduation. Because faculty are not available for advising over the summer, the student should have completed enough work to continue writing independently over the summer and then seek feedback when faculty return in late August. The student will receive his/her diploma in the following December graduation, paying all necessary fees (\$200 as a non-resident student) for the fall semester.

Suggested Sequencing and Program Plan for IDSC/M.A.

First-year Fall Semester

- **IDCE 360 Development Theory:** Required core course to be taken in the fall semester.
- **IDCE 30217 Economic Fundamentals for International Development:** Required core course. Strongly recommended that this be taken in the first year fall semester for students without any economics background. OR, if you have an economics background, take an Elective or Skills course.
- An **Elective** or a **Skills** course in an area of your interest or to explore potential interests.
- Discuss research interests with your advisor, other faculty and second year students.

First-year Spring Semester

- **IDCE 361 Program and Project Management:** Required and to be taken in the spring.
- **IDCE 30247 Development Economics:** Required core course for students with familiarity with basic economics. Strongly recommended that students take this in their first year. OR, if you have already taken IDCE 30217 take Elective or Skills units.
- **IDCE 314 Research Design and Methods** or its equivalents (**IDCE 305, IDCE 390, and IDCE 30291**): Required core course. Strongly recommended that students take this in their first year.
- In early spring, begin assessing your research interests and professional goals and what final M.A. project format (research paper, practitioner report, or thesis) is best suited to meeting them.
- By pre-registration advising week (late March): Draft a two-page final M.A. project prospectus with specific topic, students' courses, field research or work, and methods relevant to the topic student plans to use. Submit to your faculty reader, advisor, and IDSC Graduate Program Coordinator for approval.

Second-year Fall Semester

- Two units: An **Elective** course in an area of your specialization and a **Skills** course.
- **IDCE 30217 Economic Fundamentals:** Take now, if not taken in the first year.
- **IDCE 314 Research Design and Methods** or its equivalents (**IDCE 305, IDCE 390, and IDCE 30291**): Take now, if not taken in the first year.
- **IDCE 30213 Final M.A. Project:** Required core credit. Sign up for half or one credit with faculty reader.
- Finalize project aim and plan of work by first month of fall semester.
- Work on drafts independently, and in conjunction with peers throughout the fall semester.
- Submit a draft of your final M.A. project to your faculty reader for review before the December holidays or, if you plan to work over the winter break, submit the draft well ahead of schedule. Please work with your faculty reader to ensure positive communications and to agree on deadlines and goals. Don't forget to check the dates of the winter break as most faculty are not on campus during the holidays, may be traveling and otherwise out of communication during this time.

Second-year Spring Semester

- Complete **Elective** requirements in your area of specialization and/or **Skills** courses.
- **IDCE 30213 Final M.A. Project:** Sign up for this required core credit, half or one credit with faculty reader.
- Work on finalizing a draft by late January/ early February, submit it to your faculty reader, and meet with him/her to discuss changes necessary to create a polished draft.
- Submit an Intent to Graduate form, including date of review session, to the IDCE Student and Academic Affairs Office by the end of February.
- Send polished draft to your faculty reader by late February (or at least a week before review session) and have a review session with your faculty readers before Spring Break (which is usually the first week of March). Check Spring Break dates and note that faculty are not available during break. Please remember that it is the student's responsibility to coordinate with his/her reader and schedule this review session at a time convenient for both parties.

- During Spring Break incorporate comments, revise, and put paper in final publishable format.
- By end March (check exact date with IDCE's Student Services Office) submit one formatted copy of final paper signed by your advisor and a CD to IDCE Student and Academic Services Office for processing.
- Consider presenting your final IDSC M.A. project at Clark's Multidisciplinary Graduate Student Conference. The conference is usually held in late April, but the Call for Presentations is much earlier.

Checklist for IDSC/M.A.

The master's degree in International Development and Social Change requires a minimum of 12 graduate course units. Of these twelve units, no more than two can be non-course options, i.e. directed readings, special projects, or internships. M.A. students must earn at least a B- in their courses for the credits to count toward their degree. **The twelve units include:**

I. Core Courses (5 required)

1. **IDCE 360: Development Theory** (to be taken in the fall semester of first year)

2. **IDCE 361: Dev. Prog and Project Mgmt** (to be taken in the spring semester of the first year)

3. **One graduate-level economics course: IDCE 30217: Econ. Fundamentals for Int'l Development or IDCE 30247: Development Economics** (to be taken in the first year of the M.A. program)

4. **IDCE 314: Research Design and Methods** or one of these equivalents **IDCE 305, 390, 30212, 30291** (to be taken in the first year of the M.A. program)

5. **IDCE 30213: Final M.A. Project** (1 credit in fall or spring semester of second year, or half credit each in both semesters of second year)

II. Skills Courses (2 required): * M.A. students are required to take two skills courses preferably from ones that parallel their area of specialization.

6. _____

7. _____

III. Elective Courses to form an area of specialization (5 required): * M.A. students are required to take five elective courses to form an area of specialization. Students may create their own area of specialization.

8. _____

9. _____

10. _____

11. _____

12. _____

* See the **IDSC Course of Study** for a sampling of skills and elective courses, and some suggested areas of specializations. Refer to Clark's academic catalog (www.clarku.edu/academiccatalog) for a full list of Clark University courses available to IDCE students.

IDSC Faculty

Program Faculty

Kiran Asher, Ph.D. (on leave Spring 2010)

Associate Professor of International Development and Social Change

Political economy, feminist and critical development theory, post-colonial studies, cultural politics, Latin America

David Bell, Ed.D. (on leave Fall 2009)

Associate Professor of Practice - International Development and Social Change

IDCE Assistant Director

Community empowerment, social transformation, teacher education and social change, educational policy reform, power relations and empowerment, peace building and conflict transformation, service learning, South Africa

Anita Fábos, Ph.D.

Associate Professor of International Development and Social Change

Coordinator of the Graduate Program in International Development and Social Change

Ethnicity and race, gender, urban refugees, Sudanese immigrants and refugees, Middle Eastern immigration and naturalization policies, transnationalism and citizenship, transnational Islam, narratives of exile, Hungarian refugees

Jude Fernando, Ph.D.

Associate Professor of International Development and Social Change

Economic development and political economy, with emphasis on non-profit organizations, environment, gender, and child labor, particularly in South Asia

William F. Fisher, Ph.D.

Professor of International Development and Social Change

IDCE Director

Anthropology, social movements and development, global civil society, NGOs, involuntary resettlement, ethnicity, political economy, South Asia

Ellen Foley, Ph.D. (on leave Fall 2009-Spring 2010)

Assistant Professor of International Development and Social Change

Anthropology of development, gender, Islam, knowledge systems, medical anthropology and West Africa (specifically in Senegal), gender and household health, reproductive care and fertility and healthcare reform

Liza Grandia, Ph.D.

Assistant Professor of International Development and Social Change

Coordinator of the Undergraduate International Development and Social Change Program

Political economy and corporate capitalism, the commons, political ecology and the politics of biodiversity conservation, peasants and agrarian change, Mesoamerica and the Q'eqchi' Maya people, DR-CAFTA and the Puebla to Panama Plan, indigenous knowledge and cultural survival, the global cancer epidemic

Heidi Larson, Ph.D.

Associate Research Professor of International Development and Social Change

Coordinator of aids2031

Risk analysis, risk communications, public health issues, including HIV/AIDS, TB, and child health and

vaccines, particularly focusing on the socio-cultural and political determinants of health, including the role of religion and belief systems

Ken MacLean, Ph.D.

Assistant Professor of International Development and Social Change
Ethnographic studies of violence, governance and governmentality, (late and post-) socialism, legal regimes, anthropology and history, science and technology studies

Marianne Sarkis, ABD

Visiting Instructor of International Development and Social Change
Disparities in obstetric care, migration and identity, culture in clinical encounters, diasporic health, bioethics, demographic anthropology, Participatory Action Research (PAR), history of obstetrics, Somali history and culture, globalization and health, advocacy anthropology, Social Networks Analysis (SNA), rumors in health care, Arab culture and identity

Research Faculty

Cynthia Enloe, Ph.D.: *women and politics, militarization, ethnic and racial politics*

Richard Ford, Ph.D.: *African history, resource management, participation, sustainable development*

Robert Goble, Ph.D.: *Physics, energy studies, atmospheric transport, risk analysis and management*

Barbara Thomas-Slayter, Ph.D.: *local institutions, women and public policy, peasant-state relations, gender issues, non-governmental organizations*

Adjunct Faculty

Parminder Bhachu, Ph.D., Professor of Sociology
Joseph de Rivera, Ph.D., Professor of Psychology, Director, Peace Studies Program
Jody Emel, Ph.D., Professor and Director, Graduate School of Geography
Odile Ferly Ph.D., Assistant Professor of French
Jacqueline Geoghegan Ph.D., Professor of Economics
Amy Ickowitz Ph.D., Assistant Professor of Economics
Douglas Johnson Ph.D., Professor of Geography
Laurence Lewis Ph.D., Professor of Geography
James T. Murphy, Ph.D., Assistant Professor of Geography
Richard Peet, Ph.D., Professor of Geography
Paul W. Posner, Ph.D., Associate Professor of Government
Diane Rocheleau, Ph.D., Professor of Geography
Paul Ropp, Ph.D., Professor of History
Srinivasan Sitaraman, Ph.D., Associate Professor of Government
Valerie Sperling, Ph.D., Associate Professor of Government
Kristen Williams, Ph.D., Associate Professor of Government

Read more: www.clarku.edu/departments/idce/academicsGradIDFaculty.cfm

Research, Internships, and Careers

Research Resources

The George Perkins Marsh Institute sponsors research through its Clark Labs for Cartographic Technology and Geographic Systems and the Center for Community-Based Development (CCBD).

The CCBD promotes research on community institutions, gender, participation, and conflict resolution.

Visit the IDCE website online for more information about research resources:

www.clarku.edu/departments/idce/researchResources.cfm.

Field Research

Many students conduct field-based research during their M.A. course of studies, often through funding from external agencies. A small number of IDSC research travel grants are also available every summer to help fund transportation to research field sites. Other student research projects have received external support from the Compton Foundation, U.S. State Department Presidential Management Fellowship, E7 Sustainable Energy Development Scholarship, David L. Boren Graduate Fellowships, Mickey Leland International Fellowships, Greenville Foundation, National Science Foundation, InterAmerican Foundation, the Switzer Foundation, and Catholic Relief Services. Students often draw on their field experience and data to develop their final research paper.

Students may also work with faculty on current IDCE research activities. Check faculty web pages for research interests and opportunities.

Current IDCE Research Activities

aids2031

As one of eight partners worldwide, Clark University, represented by IDCE and the George Perkins Marsh Institute, is collaborating in a global consortium, *aids2031*. The initiative, currently under development, will reshape how people in the development and medical fields think about the next 25 years of AIDS. IDSC professor Heidi Larson, coordinator of the *aids2031* consortium, says, “*aids2031* is a two-year project which will revisit some of the assumptions that were made about AIDS when it was first identified in 1981. A lot has changed in the medical and technology fields as well as in the geopolitical environment, so we want to investigate what new approaches we need to take. We aim to generate new evidence to inform our response to AIDS during the next 25 years. With a critical look at past and current responses and in light of world changes, we hope to learn how we can influence the state of AIDS at its 50-year mark, in 2031.”

For more research activities, visit: www.clarku.edu/departments/idce/researchActivities.cfm.

Internships

IDSC students have participated in internships at development and planning agencies in the U.S. as well as overseas. Some of their internship experiences have been with Catholic Relief Services in Liberia, Honduras, Macedonia, Senegal, and Somalia; USAID in the Sudan; Human Rights Watch; Grass Roots International; Cultural Survival in Mali; United Nations High Commissioner for Refugees in Geneva; Near East Foundation in Morocco; Oxfam-America in Cambodia; Aid to Artisans in Zimbabwe; and the World Bank in Washington, D.C.

For more information about IDSC internship experiences of past IDCE students, visit: www.clarku.edu/departments/idce/academicsGradIDIntern.cfm. To view internship opportunities on the Careers Database, visit: www.clarku.edu/departments/idce/studentsCareers.cfm.

Careers

IDSC alums work on the front lines of development around the world. Among the careers of recent graduates: Research Assistant for the Center for Fair and Alternative Trade Studies, varied positions throughout Mercy Corps, India Program Manager for the World Resource Institute Center for Sustainable Transport, Junior Environmental Analyst for Systems, Research and Applications International, Inc., Development Associate and Grant Manager for Communities for a Better Environment, Field Program Manager of Alternative Livelihoods/North, Program Manager for the Women in Technology Program in Yemen, Gender and HIV/AIDS Consultant for INGO War Child-Holland, Training Consultant for Windle Trust-UK, consultant for the World Wildlife Fund Vietnam, program planner for the New Hampshire State Department of Health and Human Services, Brownfields Coordinator for the Economic Development Division of the City of Worcester, Housing Development Coordinator with Housing Opportunity Development Corporation, Applications Management Specialist at Winrock International, Estuary Educator for the New York Department of Environmental Conservation, Programme Coordinator for WWF's Toxics Programme, GIS Coordinator for EPA Region 1 at the Environmental Protection Agency in Boston, M.A., Project Manager for the Resource Management Plan, Head of Mission for Première Urgence (a French NGO), the state program coordinator for Learn and Serve Montana, National Grassroots Coordinator of the Campaign for Safe Cosmetics, and many more.

To read more about IDCE alumni and their individual career paths, visit: www.clarku.edu/departments/idce/studentsAlumni.cfm.

For information about job postings and how to plan your professional trajectory, visit: www.clarku.edu/departments/idce/studentsCareers.cfm.

IDCE Internship Requirements for Graduate Students

IDCE faculty can assist students in identifying internship opportunities; however, students are encouraged to identify their own internships. Internships can be done for credit, as negotiated with faculty, and depending on the opportunity, interns may also earn a stipend paid by the host agency. You must complete all steps of the Internship Requirements in order to receive credit.

Negotiating an Internship

Step 1: Search for an Internship

Search the Internet, job listings, the Careers Database on the IDCE website, IDCE ALL email messages, and the IDCE internship files in the IDCE Student and Academic Affairs Office for possible NGOs or local institutions that have paid or unpaid summer or semester internships. Talk to faculty who may know of openings. Ask second-year IDCE grad students and alums where they found internships. Inquire with a personal call, letter, or formal email to request updated information from an organization of your choice about current internships available and/or an application for internships. For a summer internship, begin your search by October or November.

Step 2: Apply for the Internship

Once you find an internship that interests you, apply well before the deadline. Competition will be stiff for choice internships.

Step 3: Complete an Internship Report

Once you have secured the internship, begin to fill out the **Internship Report**. This is a short paper that answers some general questions about the place of your internship. This report should be returned to the Student and Academic Affairs Office by the time your internship is complete.

If you wish to receive academic credit for your internship, continue on with Step 4.

Step 4: Get Internship Approval

Once you secure an internship, fill out an **Internship Proposal** form. Complete the form and meet with your faculty sponsor to describe your internship, its relevance to your studies, and the appropriate academic component that you wish to pursue. Once your faculty sponsor approves your internship and signs the application form, return two signed copies of the completed **Internship Proposal** form to the Student and Academic Affairs Office to be added to your student file.

Step 5: Register Your Internship for Credit

An internship must be a minimum of 210 hours to qualify for academic credit. You will need to secure a faculty sponsor to oversee your internship and complete an academic component in order for it to count towards one credit. You can register for academic credit for a summer internship in the fall semester following the internship **ONLY** if you have completed an **Internship Proposal** form and received approval from your faculty sponsor in the previous spring semester.

Academic Component of Internship

Before starting your internship, discuss the internship with your faculty sponsor, so that he/she can determine the academic component that best fits your internship. Your faculty sponsor must sign off on your academic component in order for you to receive credit. The options include:

1. Research Paper: A 15- to 20-page paper describing a research topic that you explored during the internship.

2. Research Materials: Produced as part of your internship, this is research that you carried out for the organization, such as a handbook, manual, report, or study.

Step 6: Complete the Internship

Before the final week of your internship, have your internship supervisor complete the Internship Supervisor Evaluation form and send it to the Student and Academic Affairs Office. Remember to fill out the Internship Report, too, and return it to the Student and Academic Affairs Office by the time your internship is complete.

Step 7: Complete the Academic Component

If you wish to receive credit, submit the academic component of your internship to your faculty sponsor within four weeks of completing the internship. This is the Research Paper or Research Materials. Talk to your faculty sponsor for guidelines and expectations regarding your academic component.

IDCE Internship Proposal

An internship must be a minimum of 210 hours to qualify for academic credit. Not more than 25% of your job duties should be clerical by nature.

Complete this form after you have secured an internship. Once your faculty sponsor signs below, return two copies to the Student and Academic Affairs Office to be added to your student file.

Please note: Before the final week of your internship, have your internship supervisor complete the **Internship Supervisor Evaluation** form and send it to the Student and Academic Affairs Office. If you wish to receive credit, submit the academic component of your internship to your faculty sponsor within four weeks of completing the internship.

Internship Proposal: _____

Student Name: _____

Address during internship: _____

Campus address: _____

Telephone: _____ **E-mail:** _____

Sponsoring Organization

Name of Organization: _____

Address: _____

Telephone: _____ **E-mail:** _____

Website: _____

Description of the Organization: _____

Internship Supervisor: _____

Title and Department: _____

Internship Title and Responsibilities:

Goals or End Product (reports, publications, etc.) of the Internship

Proposed Weekly Schedule (if possible, attach a work timetable that you have agreed upon with your internship supervisor.)

Hours per week: _____ **Total # of weeks:** _____

(Please note that international students must have any paid internship approved by the Director of International Students and Scholars.)

Faculty Sponsor: _____

Department: _____

Faculty Signature for Approved Internship: _____

IDCE Internship Report

Please answer the following questions and submit your report to the IDCE Student and Academic Affairs Office not more than four weeks after the internship is completed (by October 15 for summer internships). For GISDE students who will graduate in December under the internship option, this exact date should be coordinated with your advisor and the final M.A. project's deadline.

Internship Proposal: _____

Student Name: _____

I. Description of the sponsoring organization

- What is the organization's mission?
- What are its main areas of work and expertise, and where does it carry out its mission (in the U.S., other countries)?
- What is the organizational structure (e.g., staff composition, gender, cultures, etc.)?
- What are the organization's strengths? What areas need attention?
- How effectively does it accomplish its mission?

II. Description of the Internship Responsibilities

- Describe your responsibilities in the internship.
- How was your internship connected to the organization's mission?

III. Assessment of Your Internship

- What did you learn during this internship?
- How well did the internship relate to your course of studies and/or overall career goals?
- Would you recommend this internship for other IDCE students? Please explain.

Internship Supervisor Evaluation

Student Name: _____

Internship: _____

A letter from the internship supervisor describing internship responsibilities and performance is required for IDCE graduate students to receive academic graduate credit. Please request that your supervisor send this completed form to:

Clark University
Department of International Development, Community, and Environment - Internships
950 Main Street
Worcester, MA 01610-1477

Name of Supervisor: _____

Name of Organization: _____

Address: _____

Telephone: _____ **E-mail:** _____

Website: _____

- 1) How well did the Clark IDCE intern perform the responsibilities of the internship and live up to your expectations?

- 2) How well did the intern assimilate into the organization environment and culture?

- 3) Was the intern receptive to feedback?

- 4) Were there any areas in which a need for improvement was evident? Any particular problems? If so, please explain.

5) Was the intern's academic preparation adequate for the internship?

6) Would you be willing to sponsor another IDCE intern? If so, would you sponsor an intern for the summer? For a semester? Paid or unpaid?

Signature: _____ Date: _____

IDSC Final M.A. Project

All four programs within IDCE offer three options for a final M.A. project, which is the culminating experience of an IDCE Masters degree. In IDSC the three options are: (1) a Research Paper, (2) a Practitioner Report, or (3) a Thesis. None of the options is considered more prestigious than the others. Students choose the option that is most compatible with their research and professional interests, and then develop these interests independently through the final project.

Option 1. Final M.A. Research Paper

The final M.A. research paper must focus on a question or problem of particular within the field of international development and social change. Students identify a suitable topic for a paper (from course work, library research, and/or field experience) and review the existing literature on this topic. They then formulate a line of argument regarding the topic, collect the relevant data, describe the research methodology, and synthesize and analyze the data carefully to develop their argument. Finally, they offer critical insights on the central question or problem analyzed in the paper. The may be based on primary or secondary data, be 25-35 pages long (double spaced; 12 pt. font size) and must be reviewed by a faculty reader (a core IDCE faculty member). Students should submit a research proposal to their advisor by the end of the first year of their program, have a confirmed faculty reader by their third semester (usually the fall semester of their second year), and submit the final paper by their fourth and last semester (details of this schedule are below).

Option 2. Final M.A. Practitioner Report

The final M.A. practitioner report should reflect an innovative, applied project carried out by the student that contributes to a development process or organization—e.g. in building capacity, fomenting better participation, improving monitoring and evaluation, raising funds, or contributing new data for planning—whatever the case may be. The practitioner report should describe and reflect upon an original contribution that the student has made. That is, the work must be original and demonstrate state-of-the-art practice.

The work may be either voluntary or paid, but it should have been carried out during the two years of the M.A. program. The standard of work for this practitioner paper should go beyond something carried out for an internship both in timing (it should be more than the required 210 hours of an internship) and substance (as reflected by the professional responsibilities assumed). That is, the student must demonstrate both initiative and creativity in some aspect of the project cycle and give appropriate credit and cite should any information or data acquired from the organization but not collected by the student.

The student is solely responsible for making contacts and establishing a relationship to a development organization or process of their choice. The faculty reader may provide some ideas, but it is the task of the student to do all the necessary groundwork for finding a practice experience suitable to his/her own skills and interests.

While the student may choose to write up a separate report for the internal purposes of the development organization with which he/she collaborated, the practitioner report submitted to IDSC should be understandable to a broader audience that may not be familiar with the background, context, and institutional history of the actors involved.

Option 3: Final M.A. Thesis

Graduate students of extraordinary academic achievement may pursue a thesis option with the written permission of the IDSC Graduate Coordinator and IDCE Director. Like a M.A. research paper, a thesis must focus on a theme, question, or problem of particular interest within the field of international development and social change. However it must be based on a deeper review and analysis of the chosen topic than a M.A. paper. To reflect this depth, the thesis is expected to be longer than a research paper, approximately 100 pages, and must be defended orally before a committee of two faculty, including one core IDSC faculty member. The first reader or thesis committee chair should be a core IDCE faculty member.

To pursue the thesis option, students must make a written request to the IDSC Graduate Coordinator before the end of the student's second semester (by mid April). The request must contain a transcript, a note outlining the student's ability to pursue independent thesis research, and well-developed thesis proposal (including central question/hypothesis located within the relevantly reviewed literature, data to be collected, research methodology to be used, timeline of research and writing, and a preliminary bibliography of 10-20 sources). A recommendation from the prospective thesis reader may also be included. This request is reviewed and approved by the IDSC Graduate Program faculty before the summer break.

Students who get approval to pursue an IDSC M.A. thesis must sign up for one credit of directed study (IDCE399) in addition to IDCE 30213. This credit may be taken in the fall or spring semesters of the second year of the M.A. degree.

(Please note: IDCE reserves the right to modify guidelines and procedures at any time.)

Procedure and Timeline for IDSC Final M.A. Project

- 1) In the fall semester of the first graduate year, students reflect on their interests, what they learn in their course work and identify possible themes for their final project. They also think about the suitability of the final project topic, its relationship to their area of specialization, and the feasibility of the approach they wish to take to develop it.
- 2) In the spring semester of their first year, students prepare a two-page prospectus indicating the specific topic and form of their final project, the relevance of courses taken and work conducted or to be conducted on the topic. Students should meet with their advisor and potential faculty readers to explore their topic and assess whether a faculty member is available to serve as reader. During fall pre-registration advising week, submit a copy of this prospectus (signed by the faculty who agrees to serve as your reader), to your faculty advisor, and the IDSC Graduate Program Coordinator for approval. Students should file a copy of the signed prospectus in the IDCE Student and Academic Services Office and with their reader.
- 3) Once the prospectus is approved, the student designs a plan of work for the summer. Remember that while your faculty reader can provide guidance, students are expected to work independently on their final project (whatever its format).
- 4) Throughout the fall semester of their second year students continue work on their final M.A. project (checking in with their reader as necessary). Students are required to have an approved topic and reader by drop-add period of their third semester (typically the fall semester of their second year). In conjunction with the reader's schedule, students should work out a timeline to complete the various stages of the paper. At this time, students select a second reader from among the IDSC core or affiliate faculty to serve on a two-person Final Project Review Committee. (Note that the last day of classes is in early December; finals are mid-December. Classes resume in mid-January. Most faculty members are not on campus during the holidays and semester break.)
- 5) By the beginning of the February (of their fourth and last semester) before a May graduation, students submit a draft of their final M.A. project to their readers to discuss the necessary changes to the project. Re-work this draft into a polished version. If you wish to receive your Master's degree in May, you must submit an Intent to Graduate form to the IDCE Student and Academic Services Office on the last working day in February.
- 6) By the end of February (of their fourth and last semester), the student has a review session with the two readers. Both readers should receive the polished draft at least one week before the review session. At this session, the paper, its scope, contents, fit with the literature, etc. will be thoroughly reviewed. This meeting is not designed as a "defense" and is not open to other students. Rather, it is a work session for the student and the two readers. Students should anticipate that they will require several more weeks to finalize the paper or report. If a student is planning to have an M.A. degree awarded in May, the review session must be held by the end of February in order to allow time to incorporate comments, make revisions, and put the paper in the required final format by the end of March. It is the student's responsibility to set up the review session. (Note: Spring break is usually the week after the first weekend in March and faculty are not available during break.)
- 7) Once both readers have approved the revised paper, the student submits one hardcopy and one CD of the final version signed by the reader to the IDCE Student and Academic Services Office by the last working day in March. The paper should be in the format required by the Clark University Graduate School for theses and formal papers including proper front matter, accepted page numbering, and can be found at www.clarku.edu/graduate/current/formattingguides.cfm.
- 8) The Clark University Board of Trustees meets quarterly to grant degrees. If you wish to receive your

Master's degree in May, hand in the finished, formatted and signed copy of your final M.A. project to the IDCE Student and Academic Services Office on or before the end of March (check exact date with the IDCE Student Services Coordinator, Dilma Lucena). There are no exceptions to this deadline. If you miss the deadline to graduate in May or wish to graduate in October, discuss this with your advisor and submit the **Intent to Graduate** form to the IDCE Student and Academic Services Office before the start of classes in August (to avoid being charged Non-resident Student fees). The finished, formatted copy of your final M.A. project, signed by your advisor, is due into the IDCE Student and Academic Services Office before the last week of September.

9) After final revisions have been made, the student should confer with the two faculty readers on their views regarding journal submission and proceed according to their recommendation. If readers of the student's final project judge the work to be of exceptional merit and originality, they will recommend its submission to an academic journal such as *World Development*, *Signs*, *Environment*, *Development & Sustainability*, *Human Ecology*, *Water Resources Development*, or *Development in Practice*. It is not a requirement to submit the paper to an academic journal. It is an honor to be asked do so, as well as a mark of distinguished accomplishment if the paper is accepted for publication.

10) Students are strongly encouraged to present their final M.A. projects at the Multidisciplinary Graduate Student Conference held in April every year and organized by the Clark University Graduate Student Council.

The procedures and timing for the IDSC Final M.A. project are outlined in the Table below.

Timing		M.A. Paper	M.A. Practitioner Report	M.A. Thesis
1st yr	March/April	Reader chosen & topic approved	Supervisor chosen & organizational contacts established for a feasible work plan	Petition made and approved, Reader chosen
	End of semester	Research proposal completed	Terms of reference completed	Research proposal completed
	Summer	Research (Primary or Secondary)	Internship or applied work	Research (Primary)
2nd yr	Fall semester	Conduct literature review and research analysis. Sign up for IDCE 30213 (½ credit or 1 credit, or leave this until the spring)	Conduct research on comparative best practices, contextual background, and other relevant research from grey literature. Sign up for IDCE 30213 (½ credit or 1 credit or leave this until the spring)	Conduct literature review and research analysis. Sign up for IDCE 399 (½ credit or 1 credit) and IDCE 30213 (½ credit or 1 credit or leave this until the spring).
	Spring semester	Complete the final M.A. project. Sign up for IDCE 30213 (½ credit or 1 credit, or none if 1 credit was taken in the fall)	Sign up for IDCE 30213 (½ credit or 1 credit or none if this was done in the fall)	Complete the final M.A. project. Sign up for IDCE 399 (½ credit or none if 1 credit was taken in the fall) and IDCE 30213 (½ credit or 1 credit or none if 1 credit was taken in the fall)
	Feb/March	Working session with reader	Working session with reader	Oral Defense with two-member committee

The Quality, Style and Content of the IDSC Final M.A. Project

The final M.A. research paper or thesis should:

- Articulate a clear question or problem to be addressed in the paper/thesis, and your argument regarding this question/problem.
- Locate the topic within the key debates and literature in the field of international development and social change.
- Describe your research methodology. That is, indicate what constitutes the principle data or evidence of your work, how it was collected (from primary or secondary sources), and how it will be used to address the central research question.
- Develop your argument systematically by drawing on supporting evidence and organizing your points clearly so that they speak to your central question.
- Conclude by offering insightful remarks or making an original contribution to the discussion of the central issue you have chosen to address.

The practitioner report should:

- Contain a concise executive summary describing the development problem or project tackled.
- Make clear the appropriate institutional, historical, geographic context, such that it is understandable by any development practitioner.
- Describe the work carried out and how it contributed to solving the problem defined.
- Show evidence of how the student put into practice new ideas, theories, or skills learned as part of his/her course of study. If the work is part of a team project, the student should clarify his/her role and contribution to the team's work.
- Conclude with specific, but realistic recommendations.
- Append appropriate annexes that show:
 - Written evidence of how the report has been presented by the development organization, for example, a cover letter, copy of a PowerPoint presentation, or a transcript of oral presentation,
 - And/or any feedback received from the organization in response to the work conducted.
 - If the report is part of a team project, the report itself or its annexes should clearly describe the role and contribution of each student.

All final M.A. projects should

- Contain a correctly and consistently formatted bibliography of relevant sources and references cited in the paper, report or thesis. See: www.fas.harvard.edu/~expos/index.cgi?section=resources.
- Reflect professional or graduate-level standards in terms of the writing quality, style and content of the final project. The project, including bibliography and footnotes, should be in the format required by Clark University Graduate School and the IDSC Program. Clark University's Thesis Format guidelines are available at www.clarku.edu/graduate/current/formattingguides.cfm. If you

have questions see Denise Robertson in the Graduate School Office, 2nd floor, Geography Building. If you wish you may use the template available at www.clarku.edu/departments/idce/docs/IDSC_masterstemplate.pdf to format the first few pages of your final M.A. project. Also see the IDSC M.A. Project Checklist below.

- Avoid plagiarism. For the University policy on Plagiarism and for resources on how to avoid it, see: www.clarku.edu/departments/writingatclark/citation.cfm.

IDSC Final M.A. Project Checklist

Name: _____

Final M.A. Project Title:

Complete and submit this checklist with your final M.A. Project to the Format Advisor in the Graduate School Office. Make sure you have obtained all necessary signatures and that your manuscript is in a sturdy stationary box.

Check here	Page Number	Form	
		Graduate Fee Form	With check made payable to Clark University available in the Graduate School Office or online
		Microfilm Agreement Form	Available in the Graduate School Office or online
		Abstract Title Page	With signature of Reader, no page number
	1	Abstract Text	Numbered in Arabic numerals in the upper right-hand corner, starting with page 1 on the first page of the text
	i	Two Title Pages	With signature of Reader, assumed page i only; do not print number on page
	ii	Academic History	Assumed number ii only; do not print number on page
	iii	Dedication	
	iv	Acknowledgements	Page iii if no dedication
	v	Table of Contents (for THESES and REPORTS, not recommended for IDSC M.A. papers)	Page iii if no dedication or acknowledgements (NOT NECESSARY FOR IDSC M.A. PAPERS)
	vi	List of Illustrations, Maps, Tables, Figures	Page iv if no TOC. May be on separate pages
	1	Text	Page 1, Chapter 1.... See formatting guide for specific page number placement
		Reference Materials	*Bibliography, Appendix, Glossary....numbered appropriately
		Blank Page	Final Item

***If footnotes are not used at the bottom of each page, you may wish to have a “Notes” page at the end of the text. This page will come before the reference materials.**

IDCE Intent to Graduate Form

Name: _____ Program: _____

Final Paper/Project Title:

_____ Please check here if you have received permission from the Director of IDCE to write a thesis.

Academic Advisor: _____

First Reader: _____

Second Reader (if applicable): _____

Date of Review Session (if applicable): _____

When do you intend to graduate? _____

NOTE: All completed final M.A. projects, signed by your advisor and first reader, are due in the IDCE Student and Academic Affairs Office (Dilma Lucena's office), Room 24, in advance of the Clark University Graduate School deadline.

For the Academic Year 2009-2010, the Student and Academic Affairs deadlines for submitting your final project are as follows:

August 26, 2009 – for October 2 Graduation (Intent to Graduate form due on July 31)

November 2, 2009 – for December 14 Graduation (Intent to Graduate form due on October 3)

March 22, 2010 – for May 23 Graduation (Intent to Graduate form due on February 22)

Please note that IDCE no longer offers a February graduation.

By this time, the IDCE Student and Academic Affairs Office must have received verification from your advisor that you have or will satisfactorily complete all course work required for graduation.

For the Academic Year 2010-2011, please check with your faculty advisor or Student and Academic Affairs.

Please complete and return this form to the IDCE Student and Academic Affairs Office, Rm 24.

If you have any questions please contact Dilma Lucena by email at dlucena@clarku.edu.