

Honors in Science, Technology and International Affairs (STIA) 2022-2023 Program Information Packet

1. Program Overview and Student Eligibility

Honors research in STIA can be a rewarding experience for students who wish to delve deeply into a specific subject and are willing to make the corresponding investment of time and effort. Thesis research typically takes up the summer between the junior and senior years and continues throughout the senior year.

Students majoring in STIA are encouraged to participate in the STIA honors program if they are in a position to meet the requirements for eligibility based on GPA during the junior year. Participation in the thesis program can lead to honors in the major only if students also meet the GPA cutoffs by graduation: a **3.67** grade point average in courses taken to satisfy their STIA requirements, and a **3.5** grade point average overall. Honors in the major does not necessarily constitute honors for the BSFS degree, which depends upon grades in *all* courses.

STIA seniors earn honors by carrying out original research on a question of their own selection and design, under the guidance of a faculty mentor. There are two options for written format of the honors research, either: 1) a traditional thesis, typically around 25,000 words in length (including footnotes and bibliography); *or* 2) an academic journal article of publishable quality (length will vary with journal guidelines but usually around 8,000-10,000). Students whose thesis findings are sufficiently novel and important are encouraged to present them at professional meetings or to publish them in professional journals. There are also many opportunities to present your research during student research symposia on campus. The decision of which format to pursue must be made in discussion with the STIA honors program coordinator and the mentor.

During both semesters of the senior year, honors candidates enroll in STIA 498 (fall) and STIA 499 (spring). During the fall, the honors seminar, run by the STIA honors program coordinator, will meet weekly to gain skills in research methodology, to present interim reports on work-in-progress, and to exchange experiences. During the spring, the seminar does not meet formally, but research and writing is to continue under the supervision of the student's faculty mentor and under the general oversight of the honors program coordinator. Most research is expected to be completed during the summer before the senior year. As a result, students should not plan to hold full time employment or have other significant responsibilities during that time.

Honors research culminates in an oral defense in which all STIA honors students present their final research results to STIA community (including students, faculty, staff and invited friends and family). The oral presentations are scheduled in mid to late April 2023. Honors in the major are awarded at the Tropaia ceremony during graduation week. Student transcripts will include the notation, "Honors in the Major."

2. The Application Process

The application process to become a candidate for honors starts early in the spring of the junior year. An information session will be held at the start of the spring semester reviewing the requirements for the program as well as funding opportunities for summer research. By early February of the student's junior year, the applicant files a short letter of intent setting forth an initial research plan and identifying a mentor.

If the letter and the faculty mentor are approved, the student is then asked to prepare a formal research proposal. If the research methodology is to include interviews, the student will be required to attend an IRB training session, and the student will need to prepare a separate application for IRB approval. Students with projects requiring research expenses or travel costs should also initiate funding applications from STIA and other

sources. Please see the list of funding opportunities on the STIA website:

<https://stia.georgetown.edu/research/opportunities/>.

Specific formatting guidelines and due dates are provided at the end of this packet.

The formal proposal is reviewed by the STIA Executive Council, which includes the STIA director, STIA core faculty and the STIA Curricular Dean. The student is formally admitted to honors candidacy when the STIA Executive Council is satisfied that the proposed project would, if properly pursued, lead to a thesis worthy of honors within the time available. Notification of acceptance will be on a rolling basis, as students may need to revise and resubmit their proposals in response to comments from the STIA Executive Council. After approval and sign-off of the proposal from the student's mentor and the STIA Honors Program Coordinator, the student can then submit an IRB application for approval.

STIA majors who are planning to go abroad for the spring of their junior year, and who plan to be candidates for honors in the STIA major, are responsible for familiarizing themselves during the fall of their junior year with the timetable for applications for honors. Specifically, such students should choose a mentor during the fall term of the junior year, and should begin discussion with her or him regarding the selection of a topic and the preparation of a research proposal. The rest of the process can be managed online while the student is abroad, but it is the responsibility of the student to stay in close contact with the STIA Honors Coordinator and make sure all deadlines are met while studying abroad.

3. The Role of the Mentor

Mentor Selection

The mentor in most cases should have research expertise in a field related to the topic selected by the student. All students must work with a STIA core faculty member or other full-time member of the Georgetown faculty. The STIA honors program coordinator can help confirm if a particular faculty member meets these qualifications. In special cases only will a part-time or adjunct faculty member who provides particular expertise in the thesis area be approved to co-mentor a student thesis in partnership with a mentor from the Georgetown core faculty. Serving as a mentor is a substantial time commitment, and adjunct or part-time faculty are not as available to provide the level of oversight required.

Students are advised to start identifying potential mentors as early as possible in the application process, so that mentors can be involved in giving feedback on topic selection and proposal writing. All mentors will be expected to sign the STIA honors program acknowledgement form in order to familiarize them with the requirements of the program and confirm their participation.

The Role of the Mentor

Being a mentor is a time consuming but rewarding job. During spring 2022, mentors should meet regularly with their mentees as they design their projects and plan their summer research schedule. During fall 2022 and spring 2023, regular meetings should be held to ensure students are making good progress. Weekly meetings are strongly recommended during the thesis year.

The completion of the honors thesis will be overseen and evaluated by a committee of faculty members: the mentor, the STIA honors program coordinator, and a third reader relevant to the field. Students can suggest a third reader to the honors program coordinator, who might be a Georgetown professor, or a practitioner from a relevant government agency, think tank, NGO or development institution doing work relevant to your project (perhaps somewhere you have interned or worked, or someone you interviewed for your thesis project). If a third reader is not suggested, the honors program coordinator will select one for you.

The final version of your thesis will be handed in to all members of this committee at the end of the academic year (see deadlines below), and will count for 100 percent of your grade for both the fall and spring semester (STIA 498 and 499).

4. Withdrawing from the Thesis Program

In rare instances, a student who has been accepted into the honors program and enrolled in STIA 498 may find that s/he is unable to make sufficient progress by the end of the fall semester. In this case, the STIA honors program coordinator, in conversation with the mentor, may recommend that the student withdraw from the honors program. In order to get credit for STIA 498, the student must still complete a term paper equivalent to a paper that would traditionally be written for a STIA senior seminar class. Such a paper is usually between 5000-8000 words, containing original research, and the extensive use of both primary and secondary source materials, including peer-reviewed literature. If the student is unable to submit the paper by the end of the fall semester, it must be submitted no later than the end of February of the following semester.

5. Key Deadlines

Spring 2023: Deadlines for Prospective Candidates Applying to the STIA Honors Program

<i>Application Process</i>	<i>Deadline</i>
Info session: STIA Honors Program <ul style="list-style-type: none"> • program overview • deadlines • how to find a mentor • how to secure research or travel funding 	Will be scheduled in January (students who miss session <i>must</i> arrange to meet individually with STIA Honors Program Coordinator).
Letter of intent (~600 words) due to the STIA Honors Program Coordinator, including identification of a faculty mentor who has agreed to advise the thesis project.	February 15
Response from STIA Honors Program Coordinator (approval to submit a full proposal; revise and resubmit; or not accepted)	March 1
Formal proposal (~2,500 words) due to STIA Honors Program Coordinator.	March 31
All students with projects that entail contact with human subjects (interviews, surveys, etc.) must attend a mandatory Human Subjects and IRB proposal training	TBD April
Prospective honors students should submit applications for grants to cover research and travel expenses as needed (refer to list of university resources)	Deadlines will vary by funding source (see individual deadlines on STIA website)
Notification of acceptance into the honors candidacy. Changes to proposal may be required.	Rolling basis; No later than April 30
IRB Applications due via the ERIC System. Mentor and STIA Honors Coordinator must approve IRB application in advance of submission.	May 1
STIA Honors students must submit a copy of proposal along with signed STIA honors program acknowledgement form (signed by both student, mentor, STIA Honors Program Coordinator and STIA Director) - see Appendix 5	May 1

Spring 2022: Deadlines for Graduating Seniors

All deliverables are due both to the mentor and to the STIA Honors Program Coordinator

Date	Product Due
December 7	Signed workplan due for spring semester (signed by student and mentor)
January – April	Students must meet weekly or every other week with mentors Students and mentors will agree on a schedule for submitting drafts (see worksheet in appendix 6)
April 16	PENULTIMATE DRAFT DUE TO MENTOR Please email to both the STIA honors coordinator and your mentor simultaneously.
Mid-late April (Date TBD)	PRESENTATION and DEFENSE of honors thesis Mentors, friends and family welcome
May 1	Final revisions in response to comments from your committee are due. Please email to both the STIA honors coordinator and your mentor simultaneously.

Important Contact Information:

Professor Joanna Lewis
STIA Director
Joanna.Lewis@georgetown.edu

Professor Emily Mendenhall
STIA Honors Program Coordinator
Em1061@georgetown.edu

Anna Steinhelper
STIA Curricular Dean
ICC 301 Q
murphymi@georgetown.edu

David Blechman
Interim STIA Administrative Coordinator
ICC 513B
drb103@georgetown.edu

Attachments:

- Appendix 1: STIA honors program letter of intent format
- Appendix 2: STIA honors program – full proposal format
- Appendix 3: IRB Application Guidelines
- Appendix 4: Funding Resources for Student Research
- Appendix 5: STIA Honors Program: Acknowledgement form
- Appendix 6: Workplan for Completion

Appendix 1: STIA honors program letter of intent format

Length: ~600 words (2-4 pages double spaced)

Student Name

Graduation date

STIA Concentration

Email

Date

Proposed Thesis Title:

Mentor:

- 1) Please provide a description of your thesis topic. Be sure to give a clear research question--in the form of a question-- and a plan for answering it. Detail how you will use the summer to conduct any needed fieldwork. Explain where and how you will collect your data, including whether you will engage with human subjects (e.g. interviews, surveys, participant observation). Also explain the selection of your mentor, including your past relationship (classes taken, etc.) and how they are qualified to advise you for this project. Consider this a shorter version of your full proposal (see full proposal guidelines for more details on following page).
- 2) Your mentor must send an email directly to the STIA Honors Program Coordinator stating that they support your application and are willing to work with you over the next year as your mentor.

Appendix 2: STIA honors program – full proposal format
Length: ~2500 words (10-12 pages double spaced)

Student Name

Email

Faculty Advisor: Name

Date

Project Title

1. Introduction to the topic and motivation for the research

- Give context for your research topic: why is this an important area to study?
- What is your research question? What do you want to find out?

2. Literature Review

- What is the state of scientific knowledge in this area, and how will your research question advance that knowledge?
- Has this topic been studied before? Are you doing something new/novel?
- How does your question build upon or use existing theory?

3. Approach

- What will you do to answer the overall research question?
- What specific questions or hypotheses will you test in order to answer the overall question (be explicit about what these are)?
- What data will you collect?
- Where will you do the research?
- What equipment or technical resources will you need?
- How long will the research take?
- How will you analyze and interpret your data? (includes specific methods, e.g. field experiments, economic surveys, meta-analysis of existing data, etc.)

[Note we will be looking to see that your project is not only focused, but feasible to be completed as a year-long thesis project.]

4. Anticipated Results

- What are your anticipated results? Who will find these results of interest?
- What is the likely significance of the project to the scientific community and society?

5. References (full list of literature cited in the proposal)

- Your proposal should be fully cited drawing primarily from peer-reviewed scientific literature and if appropriate, relevant policy documents.

Appendix 3: IRB Application Guidelines

On behalf of Georgetown University, the Institutional Review Board's (IRB) major role is to safeguard the rights and welfare of all human subjects who participate in research projects conducted by Georgetown. In compliance with **Federal law** and **institutional policy**, all research projects involving human subjects or human material must be reviewed and approved by the IRB. All social and behavioral research projects conducted by the faculty, the staff and students of the University are subject to the Policies and Procedures of the Institutional Review Board. The Georgetown University IRB has the authority to **disapprove**, **modify**, or **approve** protocols based upon consideration of human subject protection. It also requires progress reports from the investigators at least annually and oversees the conduct of the study.

What is research with human subjects?

- **Research** means a systematic investigation designed to develop or contribute to generalizable knowledge.
 - Includes research development, testing & evaluation.
- **Human subject** means a living individual about whom an investigator (whether professional or student) conducting research obtains:

There are three types of review, and which one you select depends on the nature of the data you are collecting through intervention or interaction with the individual, or the nature of the private information.

1. Exemption

- [By definition, no greater than minimal risk]
- Falls into 1 of 6 categories

2. Expedited Review

- No greater than minimal risk; and
- Falls into 1 of 7 categories.

3. Full Board Review

- Greater than minimal risk; and/or
- Doesn't fall into 1 of the expedited review categories

Your IRB application will contain the following information:

- How/where/when you will **recruit participants** (including exactly how you will **contact** and/or **approach** potential participants, and, if applicable, from whom you get **contact info**)
- How/where/when you will conduct the **informed consent process**
- How/where/when your **study procedures** will take place
 - If **interviews**, how/where/when they will be conducted
 - If **surveys**, how/where/when distributed, and how/where/when returned
- How/where **study data** will be **recorded** and **stored**, and who will have **access** to it
 - Also, whether it will be **destroyed** and, if so, when/how

Once you have a proposal that involves human subjects developed, please go to the [website](#) to register and begin your application. Have your mentor and the STIA Honors Program Director approve your draft application prior to online submission.

Appendix 4: Funding Resources for Student Research

****The most up to date list of opportunities is on the STIA website at <https://stia.georgetown.edu/research/opportunities/>**

The STIA Honors Program Coordinator, STIA Director, and your mentor may also be able to point you towards useful funding resources.

Appendix 5: STIA Honors Program Acknowledgement Form

Due to STIA Honors Program Coordinator by April 30

I, _____, wish to enter the STIA honors program, to complete the research project currently titled: _____. I understand that this is a substantial effort, requiring a full year of preparation, research and writing. I have fully reviewed the STIA honors program information packet, and fully understand the requirements of the program. I certify that I am currently in good academic standing and have a GPA that makes me eligible to enter the program. I acknowledge that even if I successfully complete a thesis project, I may not receive honors in the major unless I also meet the GPA cutoffs by graduation: a **3.67** grade point average in courses taken to satisfy their STIA requirements, and a **3.5** grade point average overall. I acknowledge that honors in the major does not necessarily constitute honors for the BSFS degree, which depends upon grades in *all* courses. I understand that I must enroll in STIA 498 during the fall semester, which meets on a regular basis once a week, and STIA 499 during the spring semester, during which I will meet either weekly or biweekly with my mentor, and monthly with the STIA honors program coordinator. Should I decide to withdraw from the program for any reason, I will notify the STIA Honors Program Coordinator and the STIA Curricular Dean immediately.

Signature: _____ Student Name: _____

Email: _____ Phone: _____

I, _____, agree to mentor _____, a candidate in the STIA honors program. I have fully reviewed the STIA honors program information packet, and fully understand the requirements of the program. I understand the time commitment involved in advising a year-long independent research project, and am in a position to take on this position. I will meet with my mentee during the spring of his/her junior year to help prepare the research proposal and IRB application if human subjects research is involved, and keep in contact with my student during the summer months while research is being conducted and give feedback as needed. During the fall semester, I will meet at least on a monthly basis with my mentee to check in on his/her research status and progress. During the spring semester, I will meet at least every other week with my mentee to check in on his/her research status and progress. Throughout the year I will give timely feedback on drafts. I understand it is my responsibility to submit a final grade for the thesis project to the STIA Honors Program Coordinator in May before the grade submission deadlines for seniors set by the School of Foreign Service, and to attend the student's oral defense in April if at all possible. Should I not be able to complete my duties as a mentor, I will notify the STIA Honors Program Coordinator immediately.

Signature: _____ Mentor Name: _____

Email: _____ Phone: _____

Approved by:

STIA Honors Program Coordinator
Emily Mendenhall

STIA Curricular Dean, Anna Steinhelper

Appendix 6: Current Honors Students: Spring Workplan for Thesis Completion

**MENTOR/MENTEE AGREEMENT
Due Honors Thesis Coordinator by December 7**

Student Name: _____

Mentor Name: _____

We agree to meet weekly/biweekly (circle on) at on _____ at _____ AM/PM to discuss the thesis project and progress to date. We have jointly agreed to the workplan below for submission of

Deliverable	Date Due to Mentor
Thesis section:	Date:
Thesis section:	Date:
Thesis section:	Date:
FIRST DRAFT DUE, along with your suggestion for a third reader for your thesis	Date:
Mentor's comments due back to student	Date:
SECOND DRAFT DUE	Date:
Mentor's comments due back to student	Date:
PRESENTATION and DEFENSE of honors thesis Mentors, friends and family welcome	Mid-late April (Date TBD)
PENULTIMATE DRAFT DUE TO MENTOR and Prof. Mendenhall for review by thesis committee	April 17
Final revisions in response to comments from your committee are due. Please submit one final, formatted electronic copy to Honors Program Coordinator, and one copy to your mentor (electronic or hard copy as preferred).	May 1

Notes:

Student Signature: _____ Date: _____

Mentor Signature: _____ Date: _____