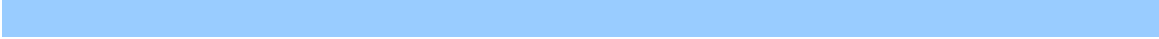


THE UNIVERSITY OF NORTH CAROLINA AT CHAPEL
HILL

DEPARTMENT OF PUBLIC POLICY

HONORS HANDBOOK

November 2013



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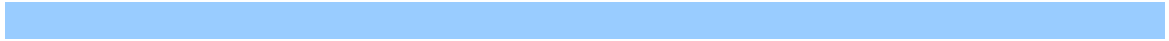


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HONORS PROGRAM DESCRIPTION

An honors program is available to students who have demonstrated their ability to perform distinguished work. The honors program provides public policy majors the opportunity to pursue an independent research project over a two-semester period.

Students begin the program by taking PLCY 691H Honors Seminar in Research Design in the fall semester of their senior year. During this course students will work under the direction of their thesis advisers to complete their research proposals, obtain Institutional Review Board Approval (IRB) for their research proposals, and complete the first two chapters of their proposed thesis. These chapters will describe the aims of the research, summarize its significance to the field, and critique the relevant literature.

If the research proposal is approved by the IRB and the first two chapters are approved by the thesis adviser, students continue their thesis research in the senior year under the direction of a faculty adviser in PLCY 692H. **Upon successful completion of the written thesis and an oral examination of the thesis research, the student may graduate with honors or highest honors.**

To be admitted to the honors program, seniors must have at least a 3.3 overall grade point average (effective fall 2014) and a 3.5 in the core public policy courses. Core public policy courses include ECON 310 or 410, or PLCY 410; and PLCY 210, 220, 340, 460, and 681. They should also have completed at least four core courses in the public policy major including the prerequisites for PLCY 691H (i.e. PLCY 460 and PLCY 681). In addition, they should have a written recommendation from at least one faculty member in public policy agreeing to serve as their thesis adviser. Students interested in participating in the honors program should contact the department's Director of Undergraduate Studies or the Director of the Department's Honors program and submit an application form prior to registering for enrollment in PLCY 691H. Please see the department website or student services manager for an application form.

The honors thesis provides a total of six credit hours toward the major. **In addition to completing a thesis, honors thesis students are also expected to elect a field concentration.** The completion of 691H provides 3 credits towards the field concentration. For May graduates, the honors thesis must be submitted to the department and approved by early April. For December graduates, the honors thesis must be submitted to the department and approved by early November. Students may only register and receive credit for one semester of PLCY 692H. Students who do not complete PLCY 692H must complete PLCY 698.

IDENTIFYING HONORS THESES FACULTY CHAIRS

Students interested in pursuing a thesis must obtain the support of a faculty member in public policy who will chair the thesis committee and provide advice on the development of the project. Each thesis committee must have a chair and one additional member. The second committee member may be a faculty member in any department at UNC-Chapel Hill or a doctoral student in public policy. **Due to the number of contact hours required, faculty members who are on research and study leave during your senior year may not serve as a chair of your thesis committee.** They may serve as a second reader. The following faculty members are able to serve as committee chairs:

Core Faculty

- Richard "Pete" N. Andrews, Professor
Research Interests: Environmental policy
Global Expertise: United States
- W. Hodding Carter III, Professor of Leadership and Public Policy
Research Interests: Public policy and the media, the emergent South
Global Expertise: United States
- Gail A. Corrado, Lecturer
Research Interests: Education Policy, achievement gaps
Global Expertise: United States
- Christine P. Durrance, Assistant Professor
Research Interests: Health economics and policy, antitrust policy, applied microeconomics, public economics, industrial organization
Global Expertise: United States
- Maryann P. Feldman, S.K. Heninger Distinguished Professor of Public Policy
Research Interests: Innovation, entrepreneurship, and economic Growth
Global Expertise: United States
- Daniel P. Gitterman, Associate Professor
Research Interests: American social and health Policy
Global Expertise: United States
- Sudhanshu (Ashu) Handa, Department Chair
Director, Carolina Institute for Public Policy
Research Interests: Poverty and human resources, international development, program evaluation
Global Expertise: Africa, Latin America, United States

- Steven Hemelt, Assistant Professor
Research Interests: Education policy
Global Expertise: United States
- Pamela Jagger, Assistant Professor
Research Interests: Environmental policy, environment and development, forests and livelihoods, institutions and governance, research design and methods
Global Expertise: Sub-Saharan Africa, Asia, United States
- Douglas Lee Lauen, Assistant Professor
Research Interests: Education policy, social policy, inequality, quantitative research methods
Global Expertise: United States
- Douglas MacKay, Assistant Professor
Research Interests: Global policy, U.S. health policy
Global Expertise: United States
- Benjamin Mason Meier, Assistant Professor
Research Interests: Global health policy
Global Expertise: Africa, Europe, United States
- Jeremy Moulton, Assistant Professor
Research Interests: Aging and retirement policy, intergenerational transmission of wealth and education, public economics, and labor economics
Global Expertise: United States
- Krista Perreira, Professor
Director, Undergraduate Studies in Public Policy and Honors Program
Research Interests: Education, health, and poverty policy, child development, immigration, inequality, Hispanic/Latino populations, mixed-methods research
Global Expertise: Latin America, United States
- John C. Scott, Assistant Professor
Research Interests: Lobbying organizations; social networks, aging and retirement policy
Global Expertise: United States
- Patricia Sullivan, Assistant Professor
Research Interests: Utility of military force; scientific study of war; U.S. foreign policy; military intervention; counterinsurgency; military aid
Global Expertise: International

Adjunct Faculty

- Anthony Brown, Professor of the Practice of Public Policy
President, Robertson Scholars Program
Research Interests: Public policy, leadership, business, and community development, social entrepreneurship
- Micah Gilmer, Lecturer and Social Entrepreneur In Residence
Research Interests: Social entrepreneurship
Global Expertise: United States
- J. Ferrel Guillory, Adjunct Professor
Director, UNC Program on Public Life
Research Interests: Economic, social, demographic, political trends in North Carolina and the American South; Journalism
- John W. Hardin, Adjunct Assistant Professor
Executive Director, North Carolina Board of Science and Technology.
Research Interests: American politics and public policy, economic development, science and technology policy
- Kathleen M. Harris, Adjunct Professor
James Haar Professor, Department of Sociology
Director, Carolina Population Center
Research Interests: Social demography, poverty, family, public policy
- Margaret A. Jablonski, Adjunct Professor
Vice Chancellor for Student Affairs
Research Interests: Student affairs, student learning and development while enhancing a strong sense of community
- James H. Johnson Jr., Adjunct Professor
Professor, Kenan-Flagler School of Business
Research Interests: Interregional black migration, interethnic minority conflict in advanced industrial societies, minority- and women-owned business development, and workplace diversity issues
- Arne Kalleberg, Adjunct Professor
Kenan Distinguished Professor, Department of Sociology
Director, International Programs, College of Arts and Sciences
Research Interests: Work, organizations and occupations, social stratification, economy and society
- John D. Kasarda, Adjunct Professor

Professor, Kenan-Flagler School of Business
Director, Frank Hawkins Kenan Institute of Private Enterprise
Research Interests: International business, economic development

- Douglas E. MacLean, Adjunct Professor
Professor, Department of Philosophy
Research Interests: Practical ethics and issues in moral and political theory
- David Podoff, Adjunct Professor
Director, Burch Field Research Seminar in Domestic Policy
Research Interests: Social Security, health care reform, and federal budget policy
- Roberto Quercia, Adjunct Professor
Professor, City and Regional Planning
Director, Center for Community Capitalism
- David Schanzer, Adjunct Professor
Associate Professor of the Practice, School of Public Policy, Duke University
Director, Triangle Center of Terrorism and Homeland Security, Duke University
Research Interests: Counterterrorism and homeland security
- Catherine Smith, Adjunct Professor
Professor, English Department, East Carolina University
Research Interests: Communication, rhetoric, and public policy

ADVICE FOR HONORS STUDENTS (FAQS)

(1) Who should advise honors students in public policy?

All honors students in public policy should meet with the Director of Undergraduate Studies for advising. Please speak with the Student Services Manager to identify times that the DUS is available for advising.

(2) What are the requirements to graduate with honors in public policy?

To graduate with honors in public policy, students must: (1) have an overall GPA of at least 3.3, effective fall 2014; (2) have at least a 3.5 GPA in core public policy courses; (3) have completed both 691H and 692H; (4) have successfully written a thesis and completed an oral defense of the thesis; (5) have completed a field specialization in public policy of 3 or more courses (including 691H); (6) have received a recommendation for honors or highest honors from their thesis adviser(s); (7) have received a recommendation for honors or highest honors from the Undergraduate Affairs Committee in Public Policy; and (8) have met all requirements and deadlines set forth for honors by the UNC-Chapel Hill Honors program. **Students who complete a thesis but do not achieve the GPA requirement set forth by the Department of Public Policy or the Honors program may graduate with distinction in public policy but cannot graduate with honors or highest honors.**

(3) Who should enroll in the fall semester of PLCY 691H?

Students who plan to complete an honors thesis must enroll in PLCY 691H in the Fall of their senior year. Students who expect to graduate in December of their senior year should enroll in PLCY 691H in the Fall of their junior year. Students enrolling in PLCY 691H must meet with the Director of Undergraduate studies for advising to ensure that they meet all requirements for enrollment in PLCY 691H.

(4) What are the current requirements for enrollment in PLCY 691H?

Students who expect to enroll in PLCY 691H must complete the Honors Thesis Application Form and submit this form to the student services manager prior to enrollment ([see attached form](#)). **This application is due by April 1st.** To be admitted into PLCY 691H, seniors must have (1) maintained a 3.3 GPA overall (effective fall 2014) and a 3.5 GPA in Public Policy; (2) have completed at least 4 core PLCY classes (including PLCY 460 and 681); (3) have completed PLCY 460 and PLCY 681 with a grade of C or better; (4) have received IRB approval for their thesis; and (5) have been recommended for enrollment into PLCY 691H by their current thesis adviser.

(5) Can a student who does not have a 3.3 GPA overall enroll in PLCY 691H?

No. Effective fall 2014, students must have a 3.3 GPA overall to enroll in PLCY 691H.

(6) How will a student's Core Public Policy GPA be calculated?

For entry into PLCY 691H, the Core public policy GPA will be calculated based on an average of the following classes: (1) PLCY 210, (2) PLCY 220, (3) PLCY 340, (4) ECON 310, ECON 410 or PLCY 410, (5) PLCY 460, and (6) PLCY 681. If you have not taken one or more of these classes, the GPA will be calculated across the core courses that you have taken. **However, you must have completed at least PLCY 460, 681 and two other core courses.** By the completion of your senior year, you must have taken all of these core courses and two additional field courses. You may **only** graduate with honors in public policy if your core public policy GPA is at least 3.5 and you have met all other requirements for honors set forth by the Honors program and the

Department of Public Policy. To convert letter grades to GPA, use the following: A = 4.0, A- = 3.7, B+ = 3.3, B = 3.0, B- = 2.7, C+ = 2.3, C = 2.0, C- = 1.7, D+ = 1.3, D = 1.0 (see http://regweb.unc.edu/resources/new_trans_key.pdf).

(7) Can a student expecting to graduate in December complete an honors thesis?

Yes. If you are a student who expects to graduate early, you may enroll in PLCY 691H in the Fall of your junior year and PLCY 692H in the Spring of your junior year with permission of the DUS. You will be required to have met all the requirements for enrolling in PLCY 691H and 692H.

(8) When should students begin to develop their senior thesis and collect data for their projects?

Students should begin thinking about the design of their thesis in PLCY 681. Most research projects will utilize existing secondary datasets. These projects can easily be completed within the time frame provided by PLCY 691H and 692H. A few students wish to design projects requiring primary data collection. Primary data collection requires considerably more time and may require funding (see below). Students considering primary data collection are strongly encouraged to identify a thesis adviser early in their Junior year. Students expecting to collect their own data should also plan on spending time designing their study and collecting data prior to their senior year. Students who plan to collect data for their thesis must complete their IRB application prior to beginning any data collection.

(9) How do students planning to collect data for their research obtain IRB approval of an honors thesis research project?

To obtain IRB approval, students must first complete human subject training. Human subjects training can be completed at any time via the web-based training course available at <http://research.unc.edu/offices/human-research-ethics/researchers/training/index.htm>. After completing human subjects training, students collecting data must complete an “Application for Approval of Human Subjects Research” (see <http://research.unc.edu/offices/human-research-ethics/researchers/forms/index.htm>). This application requires the students to have a nearly complete research proposal. Theses that do not require primary data collection may be exempt from IRB approval. To determine if a student’s project is exempt, the student should complete the online application form found here: <http://research.unc.edu/offices/human-research-ethics/online-submission/index.htm>. The determination form is now a part of the complete application. If a project requires IRB approval, the student will be prompted to the full application.

(10) How often should Honors thesis students meet with their advisers?

Students enrolled in 691H and 692H should meet with their primary thesis adviser at least every 2 weeks. Instructors for 681 provide general guidance in designing research for public policy. However, all research designs and analysis must ultimately be approved of by the primary thesis adviser. **Please notify the Director of Undergraduate Studies immediately if your primary adviser is not available to meet with you on a regular basis.**

(11) What type of funding is available to assist students with any costs associated with their thesis research?

There are three programs available to assist with costs associated with thesis research – Summer Undergraduate Research Fellowships (SURF), Senior Honors Thesis Research Grants, and the Duncan MacRae Jr. Honors Thesis Grant. All Honors Carolina students who are in good academic standing are eligible to apply for Summer Undergraduate Research Fellowships. Applicants should

plan to engage in undergraduate research for at least nine weeks, working a minimum of 20 hours per week, during the summer. Projects must be supervised by a UNC faculty research advisor, and additional collaboration with a postdoctoral fellow or graduate student mentor is encouraged. Students who have received a SURF award in previous years are not eligible to apply. SURF recipients may not accept a Burch Fellowship for the same summer. In addition, seniors who will be graduating prior to the completion of the summer fellowship are not eligible to apply. All 691H and 692H students who have not yet received an award are eligible to apply for Senior Honors Thesis Research Grants. For more information on both awards, please see <http://honorscarolina.unc.edu/>. The Duncan MacRae Jr. Honors Thesis Grant is available from the Department of Public Policy. For more information on that award, please see the selection guidelines available in Appendix 3.

(12) Where can students find additional assistance with qualitative and quantitative data analysis? The Odum Institute for Research in Social Science provides additional training and consultation for students analyzing survey data or qualitative interview data. For more information on the services available, please see <http://www.irss.unc.edu/odum/jsp/home.jsp>.

(13) I've completed PLCY 691H but no longer want to continue with my honors thesis. Can I enroll in PLCY 698?

Yes. Every year some students who complete PLCY 691H decide not to continue into PLCY 692H. Students who complete PLCY 691H receive credit towards the completion of their concentration for this course. It is not necessary to complete PLCY 691H or PLCY 692H to graduate. Students should only continue with PLCY 692H if they have completed all the requirements of 691H and continue to be interested in finalizing their thesis research. If it does not look like you will be able to complete your thesis research in the time provided or if other coursework, school activities, or family activities must take priority, you should not continue into PLCY 692H.

SENIOR THESIS DEADLINES

691H. Fall Semester Deadlines (Seniors)

DATE	DUE
August	Complete Human Subjects Certification https://www.citiprogram.org/ and IRB Determination Form
September 1	Submit Human Subjects Certification to Student Services Manager
September	Complete Brief Research Plan required for IRB
September 16	Honors Research Grant Applications Due to Student Services Manager by 4pm
October 1	IRB Application Form and Data Collection Instruments Due (if required)
October	Complete Chapter 1 – Significance
November 1	Submit IRB approval to Student Services Manager
November	Complete Chapter 2 – Literature Review
November	Complete Chapter 3 - Methods
December 1	Submit Ch. 1-3 to Honors Thesis Chair

692H. Spring Semester Deadlines (Seniors)

DATE	DUE
January	Complete Data Collection (if any)
February	Complete Data Analysis
February	Complete Chapters 4 (Results)
March	Complete Chapter 5 (Conclusions)
March	Defend Thesis (20 minute presentation required)
March 28	Honors Theses Defense Reporting Form Due to Student Services Manager by 4pm. This form must be submitted by the student's THESIS COMMITTEE. Students who have not completed their defense and have not been recommended for Honors by this date will not be identified by UNC as honors students at commencement.
March 28	Submit draft PDF copy of theses recommended for Highest Honors to Student Service Manager for consideration for Best Thesis Award by 4pm. All theses must be submitted as a single pdf document titled with the last name and year of graduation (e.g., budihardjo2000).
April 12	Submit two copies of final thesis. Submit one to the Department of Public Policy as a <u>single pdf document</u> titled with last name and year of graduation. Submit the second as an <u>electronic copy</u> via the Carolina Digital Repository (CDR). Submissions are due by the last day of class in the semester in which students complete their theses. The University Library will catalog electronic theses and make them available to the public.

SYLLABUS FOR 691H

Pre-Requisites: PLCY 460; PLCY 681

Additional Requirement(s): Overall GPA of 3.3, effective fall 2014; PLCY core GPA of 3.5; Completion of at least 4 core public policy courses; completion of application for admission to PLCY 691H

Introduction

PLCY 691H is designed as an independent study with your faculty adviser to provide guidance and instruction to students in PLCY's honors program in, researching and writing an honors thesis. The course is writing intensive. You will be expected to provide drafts of your chapters to you faculty adviser throughout the semester; you will be given substantial feedback on the content and quality of your writing; and will be asked to revise your chapters based on the feedback provided by your faculty adviser. You will also be asked to present your work to your faculty adviser and second reader. By the end of the semester, all students will have written their research plan, applied for IRB approval if needed, and drafted the first three chapters of their thesis.

Meeting Times

Each honors thesis student and faculty adviser are expected to designate a meeting time of at least 1 hour every other week.

Grades

Students enrolled in 691H will receive a grade based on their performance throughout the semester. Faculty may vary slightly in their assessment of the grade and this should be discussed with your faculty adviser at the start of the semester. In general, grades will be determined as follows:

- Human Subjects Certification Exam 10%
- Brief Research Plan, IRB Submission, and Data Collection Instruments (if needed) 10%
- Chapter 1 – Significance 20%
- Chapter 2 – Literature Review 25%
- Chapter 3 – Methods 25%
- Overall Work Effort and Timeliness 10%

Grade	GPA	Percentile
A	4.0	94-100%
A-	3.7	90-93%
B+	3.3	87-89%
B	3.0	84-86%
B-	2.7	80-83%
C+	2.3	77-79%
C	2.0	74-76%
C-	1.7	70-73%
D+	1.3	67-70%
D	1.0	60-66%
F	0.0	< 60%

Due Dates

Please see the appropriate section of the Honors Handbook for due dates for each thesis chapter and other materials. Critical due dates in red are set by the College of Arts and Science and the Director of Undergraduate Studies. Your adviser may set additional deadlines for each component of your research.

Incompletes

Incompletes are not allowed for 691H. Students who are unable to complete the requirements of 691H during the Fall semester are advised not to continue in the honors thesis program. These students will be enrolled in PLCY 698 in the Spring semester.

Credits

Students may receive a maximum of 3 credits for 691H and may not repeat 691H for additional credit. PLCY 691H will count as a field course.

Honor's Code

You are expected to complete all analyses for your thesis and undertake the actual writing of your thesis entirely independently. Plagiarism of published work is a violation of the honor code. (<http://honor.unc.edu/>).

Plagiarism

In written work (including overheads or handouts used in presentations) words drawn from others should be indicated by quotation marks and ideas drawn from others should refer to their source. If you are unsure about what needs to be cited, please speak with your thesis adviser or ask for assistance from the writing center. Plagiarism is a serious offense which can result in failure of the course and suspension from the University. To make sure that you understand what plagiarism is, please read <http://www.unc.edu/depts/wcweb/handouts/plagiarism.html>. Also see the following link for an engaging aminated tutorial (<http://www.lib.unc.edu/instruct/plagiarism/>) on plagiarism that is recommended for UNC students at both the graduate and undergraduate levels.

SYLLABUS FOR 692H

Pre-Requisites: PLCY 691H

Additional Requirement(s): Overall GPA of 3.3, effective fall 2014; PLCY core GPA of 3.5; Recommendation for continuation from your thesis adviser.

Introduction

PLCY 692H is designed as an independent study with your faculty adviser to provide guidance and instruction to students in PLCY's honors program in, researching and writing an honors thesis. The course is writing and presentation intensive. You will be expected to provide drafts of your chapters to your faculty adviser throughout the semester; you will be given substantial feedback on the content and quality of your writing; and will be asked to revise your chapters based on the feedback provided by your faculty adviser. You will also be asked to present your work to your faculty adviser and second reader. You will receive feedback on your presentation skills and opportunities to further develop these skills. By the end of the semester, all students will have written and defended their honors thesis.

Meeting Times

Each honors thesis student and faculty adviser are expected to designate a meeting time of at least 1 hour every other week.

Grades

Students enrolled in 692H will receive a grade based on their performance throughout the semester. Faculty may vary slightly in their assessment of the grade and this should be discussed with your faculty adviser at the start of the semester. In general, grades will be determined as follows:

- Data Collection and Analysis 15%
- Thesis (Abstract; Specific Aims/Introduction, Literature Review, Methods, Results, Conclusions, References) 60%
- Oral Presentation of Thesis 15%
- Overall Work Effort and Timeliness 10%

Grade	GPA	Percentile
A	4.0	94-100%
A-	3.7	90-93%
B+	3.3	87-89%
B	3.0	84-86%
B-	2.7	80-83%
C+	2.3	77-79%
C	2.0	74-76%
C-	1.7	70-73%
D+	1.3	67-70%
D	1.0	60-66%
F	0.0	< 60%

Due Dates

Please see the appropriate section of the Honors Handbook for due dates for each thesis chapter and other materials. Critical due dates in red are set by the College of Arts and Science and the Director of Undergraduate Studies. Your adviser may set additional deadlines for each component of your research.

Incompletes

Incompletes are only allowed for 692H in rare circumstances due to family and medical emergencies and in consultation with the thesis adviser and Director of Undergraduate Studies. Students should expect to complete their written thesis and present their research by the end of the semester.

Credits

Students may receive a maximum of 3 credits for 692H and may not repeat 692H for additional credit. Credit for designing the thesis project is given via enrollment in 691H. All thesis research should be designed to be completed during a single semester.

Honor's Code

You are expected to complete all analyses for your thesis and undertake the actual writing of your thesis entirely independently. Plagiarism of published work is a violation of the honor code. (<http://honor.unc.edu/>).

Plagiarism

In written work (including overheads or handouts used in presentations) words drawn from others should be indicated by quotation marks and ideas drawn from others should refer to their source. If you are unsure about what needs to be cited, please speak with your thesis adviser or ask for assistance from the writing center. Plagiarism is a serious offense which can result in failure of the course and suspension from the University. To make sure that you understand what plagiarism is, please read <http://www.unc.edu/depts/wcweb/handouts/plagiarism.html>. Also see the following link for an engaging aminated tutorial (<http://www.lib.unc.edu/instruct/plagiarism/>) on plagiarism that is recommended for UNC students at both the graduate and undergraduate levels.

Recommendation for Honors

Based on your performance throughout the semester and the quality of your final thesis, your faculty adviser and second reader will recommend to the Undergraduate Affairs Committee that you receive: (1) Highest Honors, (2) Honors, or (3) An Acknowledgement of Completion of 692H. Completion of a thesis is only one of the criteria used to determine whether you will receive highest honors or honors. In addition, the Undergraduate Affairs Committee will review your transcript and evaluate your overall GPA and your GPA in public policy core classes.

SUGGESTED ORGANIZATIONAL STRUCTURE

There is no single model or organizational structure that is appropriate to all possible Senior Honors Theses. However, below is one example of a thesis outline that illustrates the kind of organization essential to the completion of a coherent, cohesive project. Note that this is a model of thesis organization, not a research guide. Also note that the organization of your own thesis, reflecting the type of topic you undertake, may differ. You should consult your thesis advisor for guidance on the proper model of organization for your particular project.

Length:

There is no standard length for a thesis. You are not given credit for being overly verbose. The point is not to write something long but to make a unique contribution to the field and to communicate your research clearly, concisely, and effectively. Typically, senior theses will be between 40-100 pages including all tables and references.

Abstract

Provide at most a 1 page summary (225 words) of your work. It should include 1-2 sentences on Significance, Specific Aims, Methods, Results, and Conclusions.

Acknowledgement

Thank the people who have helped you with your thesis.

Table of Contents

This should list each Chapter title and major subtitles within the chapters. It should provide page numbers for the beginning of each chapter and sub-section. The references section and appendices should also be noted here.

Table of Figures

This should provide the number, title, and page location of each Figure in your thesis.

Chapter 1: Significance and Specific Aims

This section will describe the policy context, primary hypotheses or research questions to be addressed by the thesis, and the organization of the thesis.

Key Questions to Consider

- Out of what policy debate or issues does your topic grow?
- Why is the research problem a significant one in terms of what we already know or don't know?
- What contributions will the study make to public policy making?
- What difference might the research results make for choosing alternative courses of action?
- What are the principal questions to be answered/hypotheses to be tested in this study?

- How will you be organizing your thesis? How are the chapters laid out?

Chapter 2: Background and Conceptual Framework

This section is what most of you have been referring to as a literature review. I, like David Dill, find that it is more helpful to think of this as a background section leading up to a conceptual framework for understanding your approach to the specific aims outlined in Chapter 1.

The idea of a literature review is NOT to summarize existing research. Instead, you must analyze existing research to identify gaps, missing links, and oversights in the existing research. This helps you defend your choice of questions and tell the reader more about the contribution that you will be making to the field. You will also be analyzing the existing research to identify appropriate methods for studying your questions and to develop a conceptual framework or causal model for your research.

The primary objectives of this section are as follows:

- To identify the relevant conceptual and empirical literature that will support your research questions/hypotheses;
- To provide a logical and comprehensible framework for the conduct of the study; to help establish the specific, hypothetical relationships to be tested or investigated;
- To provide guidance on the most appropriate research methods including means for defining and measuring relevant concepts and variables, etc.

Key Questions to Consider

- What general information does the reader need to know to understand your topic? Don't overwhelm them with too much but give them enough to understand the issues.
- What prior studies have been conducted, or articles/monographs/books written about the problem, and what has been learned that is relevant for designing your study?
- What are the strengths and weaknesses of prior research?
- What concepts, empirical questions, methods and approaches are suggested by this literature?
- How can this material be used to provide a "frame," for your study? What factors should affect the outcome that you are interested in? How are these factors measured?

Chapter 3. Methods

This chapter should describe how the study was conducted, and depending on the method chosen, should include such issues as operationally defining relevant variables, defining the study population and describing the sampling procedure, describing the sources of data including any "instruments" (i.e., questionnaires, interview guides) used to collect data, introducing the methods that will be used to analyze the data/information collected, and indicating how the results of the analysis will be used to answer/test the questions/hypotheses.

Key Questions to Consider

- How will you collect data (qualitative or quantitative) to test your questions/hypotheses? If you are interviewing individuals, you should provide a copy of your questionnaire(s) in an Appendix and refer to that Appendix in your text.
- How will you measure each of the factors identified in Chapter 2 as contributing to your outcome?
- How will you analyze the data you've collected?
- What are the key limitations and/or advantages of the methods you have chosen to use?

Chapter 4: Results

Here you should display and analyze your empirical results and -- if appropriate -- perform relevant statistical tests. Also, you should discuss the meaning, strength and weaknesses of your findings, and relate your findings to those of earlier studies.

The results chapter should be organized by major themes. In other words, you should group your findings together. You don't want to provide an endless, unorganized stream of results. You want to make 3-5 major points about what you have learned.

If much of your work was done using qualitative interviews. You do NOT want to provide a complete transcript of your interviews. You need to analyze your interviews for major themes. Then, you might show data on the characteristics of the respondents that you've interviewed, how many respondents brought up a given theme/issue, how many of the respondents agreed or disagreed about a particular issue. You can then provide representative quotes. You want to look for quotes that illustrate your specific point well. Too many quotes overwhelm the reader and distracts from the analytic content.

If your work was done using statistical analysis of a dataset, you want to prepare tables on (1) Means of the variables used in your analysis, and (2) regression results. You should then walk the reader through the primary relationships between your independent variables and your dependent variables.

PLEASE REVIEW THE STYLE GUIDE (BELOW) FOR GOOD TABLES.

Tables must be clearly labeled with a number and title. They must be referred to in the text and they must include information on the source of the data. They should be self-explanatory. The reader should be able to look at them and understand them without reading the text.

Chapter 5: Conclusions

This is where you sum up your findings in a nice neat clear package. You want the reader to walk away with a sense of accomplishment and 3-5 main take home points.

Key Questions to Consider

- How are your findings related to your questions/hypotheses?
- To what extent were your research questions answered/hypotheses confirmed? What were the limitations of your findings?

- How generalizable are your results? What potential biases/errors may have been contributed by methods of data collection or measurement? Are there “rival” or alternative hypotheses that can explain your findings
- What are the possible policy implications of your findings?
- Based upon your study, do you have any suggestions for further research in this area?

References

Key ideas and facts must be cited throughout your thesis. The failure to properly cite and reference previous research results in plagiarism and is a violation of the honors code. To be sure that you understand what constitutes plagiarism, please review

<http://www.unc.edu/depts/wcweb/handouts/plagiarism.html>

Throughout your text your citations should follow the APA author-date citation format (see <http://www.lib.unc.edu/instruct/citations/apa/>). Your references should also follow the APA reference guidelines. The important idea to keep in mind about documenting sources is that they must supply full bibliographic information so that the reader who wishes to do so can quickly confirm a point under discussion. “Proper form” in documentation is essential to the efficient and uniform accomplishment of this task. It is not a matter of good taste or “grammar,” but of scholarly obligation.

The key to making this form of documentation work is the appropriate and accurate structure of the bibliography. Here are some basic rules:

- All items in the bibliography are entered in alphabetical order according to the last name of the (first) author (note that bibliographic items are **not** numbered).
- Multiple entries for the same author are entered chronologically by year of publication.
- Multiple entries of the same author in the same year are distinguished by the use of letters (a, b, c, etc...) attached to the year of publication in the text and in the bibliography.

Sample References

- Adams, W. (ed.) (1990) *The Structure of American Industry*, New York: Macmillan.
- Coase, R. (1960) The problem of social cost, *Journal of Law and Economics* 3 (1): 1-44.
- Dill, D. D. (1992a). Administration: Academic. In B. R. Clark and G. Neave (eds.) *The Encyclopedia of Higher Education*, Vol. 3. Oxford: Pergamon Press.
- Dill, D. D. (1992b). Quality by design: Towards a framework for academic quality management. In J. Smart (ed.), *Higher Education: Handbook of Theory and Research*, Vol. VIII. New York: Agathon Press.
- Kazemzadeh, F., Schacher, M. and Steube, W. (1994) *International Comparison of Higher Education Statistical Indicators: France, Germany, Great Britain, Netherlands*, Hannover: HIS.
- Ko, S. (1993) *The Incidence of High Technology Start-ups and Spin-offs in a Technology-Oriented Branch Plant Complex*, Chapel Hill, NC: Ph.D. dissertation, University of North Carolina, at Chapel Hill.
- Lindblom, C. E. (1977) *Politics and Markets: The World's Political-Economic Systems*, New York: Basic Books.
- Luger, M. I. and Goldstein, H. A. (1991) *Technology in the Garden: Research Parks and Regional Economic Development*, Chapel Hill, NC: University of North Carolina Press.
- National Center for Education Statistics (1994) *The Condition of Education*, Washington, DC: United States Department of Education.
- OECD (1993) *Education at a Glance: OECD Indicators*, Paris: OECD.
- Ratchford, T. (1994) *New Challenges in Research Funding: Is There a Need for a New Social Contract?* Paper presented at conference on Strategies for National Support of Basic Research: An International Comparison, Jerusalem, October.
- Sirbu, M. A. et al. (1976) *The Formation of a Technology-Oriented Complex: Lessons from North America and European Experiences*, Cambridge, MA: Massachusetts Institute of Technology, Center for Policy Alternatives.
- Smelser, N. (1995) Private communication.

Appendices

All appendices should be placed AFTER the reference section of the thesis.

Additional Style Guidelines

Citations

All citations to articles, books, monographs, newspapers or other forms of written and oral communication are to be identified at appropriate places in the text by the last name of the author, year of publication, and, if direct quotation or paraphrasing is involved, by the relevant page

number(s), all in parentheses as in (Lindblom, 1977: 45). Subsequent citations of the same source will be dealt with in the same way as the first citation.

Sample Citations

- If the author's name appears in the text, follow it with the year in parentheses, e.g., "As Lindblom (1977) argues,...."
- If the author's name is not in the text, insert the author's last name and the year, separated by a comma in parentheses, e.g., "The contest between politics and markets (Lindblom, 1977) has existed for several hundred years...."
- If more than one source is cited on a single point, give name and year for each, but separate the sources with a semicolon within the parentheses, e.g., (Ko, 1993, Luger and Goldstein, 1991, Sirbu, et. al, 1976). As this example also illustrates, multiple authors should be cited in alphabetical order.
- In case of multiple authorship, give the last names of the authors and the year. If there are more than two authors, you may use "et al." as a substitution for the additional authors' names (see previous example for both situations).
- If there is reference to more than one work by the same author in the same year, distinguish them by the use of letters (a, b, etc.) attached to the year of publication in the text and the Bibliography, e.g., (Dill, 1992a).
- The page reference (: number) must be given every time you quote or paraphrase a source, e.g., (Luger and Goldstein, 1991: 25).
- If no author is given, and an agency or other identifiable group is responsible for the publication, use the agency or group name as author, e.g., (OECD, 1995).
- If the word pattern identifying an author is excessively complex or long, and if there are a number of references to such a source, it is acceptable (even desirable) following the first citation to use a shortened form of the name, so long as it is clear from the shortened form what is the reference, e.g., (Realizing our Potential [ROP], 1993).
- Report your source even if it is not the original source. Occasionally you will want to use a quotation, concept, or item of information from one source whose author cited the material from another source, e.g., Clark, 1983; cited in Dill, 1992a: 40). The source you use must show in your Bibliography.
- In citing newspapers use the title of the article in place of an author (History is Politics, 1991). If the article has a by-line you can use the author's name directly, e.g., Thatcher, 1991) and include the article in the Bibliographical entry along with the newspaper source, e.g., Thatcher M. (1991) History is Politics, *Times Higher Education Supplement* (April 19): 28.

Footnotes

With contemporary word processing, footnotes at the bottom of the page are quite easy to insert. These should be numbered consecutively within chapters. Since you will not need footnotes for references if you use the author - date method, notes should be reserved for descriptive or explanatory purposes. These are used to provide additional information or comment not deemed appropriate for the main text. In general, it is wise to be parsimonious in the use of descriptive or explanatory footnotes. Try to accomplish the needed explanation or description in the text of the paper.

Tables and Figures

Tables and figures should be numbered in separate series with Arabic numbers, e.g., Table 1, Table 2, etc., Figure 1, Figure 2, etc. At the end of every table or figure you should indicate the source(s) regardless of whether or not it (they) is mentioned in the text. These sources should also appear in the reference section of the paper. I provide an example of a figure and table below.

TABLE 1. Percentage of Higher Education Income from Private Sources

	1980	1985	1990	1991
Canada	n.a.	n.a.	n.a.	14
France	9	10	11	12
Germany	5	7	9	n.a.
Great Britain	10	13	20	20
Ireland	n.a.	n.a.	n.a.	14
Netherlands	3	9	17	n.a.
Spain	n.a.	n.a.	n.a.	18
U.S.A.	n.a.	n.a.	n.a.	44

SOURCE: OECD, 1993.

GUIDELINES FOR SUBMISSION OF THESIS

College of Arts and Sciences Requirements (see <http://www.honors.unc.edu>)

The North Carolina Collection in Wilson Library is the official depository for all undergraduate honors theses from this campus. Each thesis received is catalogued, bound in a volume with others from that department, and permanently preserved in the closed stacks of the North Carolina Collection. Receipt of an approved honors thesis by the North Carolina Collection is tantamount to publication, and the thesis will be made available to the public.

Beginning in Fall 2013, students will no longer submit paper copies of their senior honors theses for archiving in the North Carolina Collection in Wilson Library. Instead, they will submit their theses electronically via the Carolina Digital Repository (CDR). Submissions are due by the last day of class in the semester in which students complete their theses. The University Library will catalog electronic theses and make them available to the public.

Students should follow these steps to submit their completed thesis to the CDR:

1. Log in to <https://cdr.lib.unc.edu/forms/honors-thesis.form> using Onyen.
2. Complete required fields and upload documents:

REQUIRED DOCUMENT #1 - A scanned copy of their thesis cover page only, signed by the thesis advisor, in pdf format using the following naming convention: "GraduationYear_LastName_Cover.pdf" (ex. 2013_Clemmons_Cover.pdf)

REQUIRED DOCUMENT #2 - The thesis in PDF format using the following naming convention: "GraduationYear_LastName.pdf" (ex. 2013_Clemmons.pdf)

OPTIONAL DOCUMENTS – Additional supplemental files in PDF format using the this naming convention: GraduationYear_LastName_SupplementalFileNumber.pdf" (example: 2013_Clemmons_2.pdf)

Students who have supplemental files larger than 500MB should contact the CDR staff at cdr@unc.edu to arrange an alternative file transfer method.

3. Click “Submit Deposit”

Each student’s thesis will be held in the CDR until that student’s graduation date, when Honors Carolina will clear the thesis for online publication. Once published, theses will be publicly accessible via the [Carolina Digital Repository website](#).

Students may request a one- or two-year delayed release of their work via the CDR. Such requests must be submitted in writing to honorscarolina@unc.edu before the last day of class in the semester of submission.

Additional Requirements for Submission to the Department of Public Policy

- Times Roman, 12pt font should be used throughout
- All pages should be numbered sequentially
- APA-style author-date citation formats should be used
- All paragraphs should be double spaced and the first line indented
- Chapter titles should be centered and bolded
- First Heading should be left aligned and bolded
- Second Heading should be underlined
- Third Heading should be indented and italicized.
- The Department of Public Policy maintains electronic copies of undergraduate thesis. An electronic copy of the thesis should be submitted as a pdf document. These documents should be saved with the student’s last name and date of graduate. For example, [Budihardjo2010.pdf](#).

SAMPLE HONORS THESIS TITLE PAGE

HONORS THESIS TITLE

By
(Student's Name)

Honors Thesis
(Student's Major Department)
University of North Carolina at Chapel Hill

(date)

Approved:

(Student's Chair)

(Second Reader)

APPENDIX 1: 691H ENROLLMENT APPLICATION FORM

HONORS THESIS APPLICATION FOR ENROLLMENT INTO 691H

Instructions: Completion of an honors thesis requires a significant amount of dedication over at least a 12 month period. Please submit this form and the required attachments to the Students Services Manager prior to Fall registration – **April 1ST rising seniors only.**

Name (First, Middle, Last): _____

Email: _____ **Phone:** _____

PID: _____ **Expected date of graduation:** _____

Primary Major: _____

(Note: To write an honors thesis, please designate public policy as your primary major)

Additional Major(s): _____

Field Concentration in Public Policy: _____

1.0 Completion of Core Public Policy Courses: Enrollment in PLCY 691H requires completion of PLCY 460, PLCY 681 and at least 2 additional core public policy course. Please check each of the courses which you have completed and attach an unofficial copy of your transcript which shows the grades you've received in each course.

Both Core Required:

PLCY 681 Research Design Grade: _____

PLCY 460 Quantitative Analysis Grade: _____

At least 2 of the Following Core Required:

PLCY 210 Introduction Grade: _____

PLCY 220 Politics Grade: _____

PLCY 340 Justice Grade: _____

ECON 310/ECON 410/PLCY 410 Economics Grade: _____

Current Core Public Policy GPA: _____ **Core GPA¹:** _____
(3.5 GPA minimum required)

Current Overall GPA: _____ (3.3 GPA minimum required, effective fall 2014)

¹ To convert letter grades to GPA, use the following: A = 4.0, A- = 3.7, B+ = 3.3, B = 3.0, B- = 2.7, C+ = 2.3, C = 2.0, C- = 1.7, D+ = 1.3, D = 1.0 (see http://regweb.unc.edu/resources/new_trans_key.pdf).

2.0 Research Plan: Please attach a brief research plan with answers to the questions below. Your answers should be well written, clear, and include specific answers to the following questions:

- 2.1 **Specific Aims:** What key public policy questions do you want to answer with your research? (100 words or fewer)
- 2.2 **Significance:** What makes your research question important? How will your analysis inform policy makers? (100 words or fewer)
- 2.3 **Data:** What existing dataset will you use to examine your question? If no data exist, how will you collect your data? (50 words or fewer)

3.0 Human Research Ethics Training

Nearly all thesis research (even those using secondary data) requires that students complete human subjects training. To complete human subjects training, please go to <https://www.citiprogram.org/>. **Have you completed UNC's Human Research Ethics Training?**

YES. Please attach a copy of your certification. To print out a copy, go to http://cfx3.research.unc.edu/training_comp/

NO. Please complete your training and provide a copy of your certification to the Student Services Manager by **September 1**.

4.0 IRB Approval

Some research involving secondary data analysis and most research involving primary data collection requires IRB approval. To determine if your research requires IRB approval, review http://research.unc.edu/ohre/misc/student_research_irb_guidance.pdf and submit the determination form available at <http://research.unc.edu/ohre/forms.php>.

Does your research require IRB approval?

- YES. Please attach a copy of your IRB approval letter. If you have not yet received IRB approval, please provide the Student Services Manager with a copy of your IRB approval by **November 1**. **Students without IRB approval of their projects may not continue into PLCY 692H.**
- NO. Please attach a copy of the letter you received confirming that no IRB approval was required.

5.0 Student Acknowledgement(s)

- Students preparing a senior thesis should expect to spend 15-20 hours per week developing their thesis. Therefore, some students may choose to reduce their course load, especially in the Spring of their senior year, and engagement in other extracurricular activities.
- To assist with the cost of conducting research, students may apply to several programs for funding (see <http://www.honors.unc.edu/index.php/hnrs-enrolled/research.html?start=3>). All supplies or equipment (e.g., tape recorders and software) purchased with these University funds is the property of the university and must be returned to the department.
- The completion of a senior thesis is necessary but not sufficient for graduation with honors. Students must maintain at least a 3.3 overall GPA (effective fall 2014) and a 3.5 GPA in their core public policy courses; the student’s adviser must recommend the senior thesis for honors; and, based on the students’ overall record, the faculty of the Department of Public Policy must vote to confer honors or highest honors.
- For students graduating in May, theses are due to the Honors office and the Public Policy Student Services Manager by the second week in April. To allow time for review, the final draft should be submitted to your thesis adviser and second reader by March 28th.

I, _____, have read and understand these acknowledgements.

Student’s Signature

Date

6.0 Faculty Adviser Recommendation

Proposed Thesis Adviser: _____

Please provide your proposed adviser with a copy of this application and your research plan. In addition, please ask him/her to complete the recommendation form below. If you need assistance identifying an adviser please speak with the Director of Undergraduate Studies and the Honors Program.

7.0 Director of Honors Program/DUS Approval: _____

Signature and Date

**DEPARTMENT OF PUBLIC POLICY
HONORS THESIS ADVISER RECOMMENDATION FORM (691H)**

Student's Name: _____

Adviser's Name: _____

Instructions: The student named above has requested your supervision of his/her honors thesis. The honors thesis requires a 9-12 month commitment to work with the student and meet on a regular basis during the Fall and Spring semesters of their Senior year. During the Fall and Spring semesters, the student will enroll in an independent honors research study with you (PLCY 691H and 692H). Prior to enrolling in 692H, students are expected to have completed a research proposal, obtained Institutional Review Board Approval (IRB) for their research proposals, and drafted the first three chapters of their proposed thesis. These chapters describe the aims of the research, summarize its significance to the field, and critique the relevant literature. To complete a thesis, students must be highly motivated with a strong capacity to work independently and meet deadlines. In addition, completion of a thesis requires excellent analytic and writing skills. Students who are not fully prepared to complete a thesis should be directed to enroll in PLCY 698.

How strongly do you recommend this student for continuation in the honors thesis sequence (circle one)?

Strongly Recommend Recommend Weakly Recommend Do Not Recommend

Please review a copy of the student's research proposal and provide a brief assessment of the student relative to others in public policy. In your review, consider the student's: (1) intellectual ability, (2) motivation, (3) Imagination and Creativity, (4) Ability in oral expression, (5) Writing ability, (6) Research aptitude, (7) Attention to detail.

**APPENDIX 2: COMPLETED DEFENSE REPORTING FORM
CONFIDENTIAL REPORT**

Student name: _____

Title of thesis: _____

Names/Departments of committee members:

NAME	DEPARTMENT
_____	_____
_____	_____
_____	_____

Time/location of oral defense: _____

THIS FORM IS CONFIDENTIAL AND SHOULD BE SENT IN AN ENVELOPE TO:
STUDENT SERVICES MANAGER, DEPARTMENT OF PUBLIC POLICY, CB #3435

**THIS FORM IS A RECOMMENDATION ONLY. PLEASE ADVISE STUDENTS
THAT YOUR RECOMMENDATION DOES NOT CONFER HONORS.
STUDENTS MUST MEET ALL ADDITIONAL REQUIREMENTS.**

Thesis committee approval of honors thesis: RECOMMEND ONE (circle one)

_____ HIGHEST HONORS
Chair's Signature

_____ HONORS
Reader's Signature

HONORS NOT RECOMMENDED

**NOTE: If you have recommended the student's thesis for honors or highest honors,
please remember to sign the cover page of the thesis for the copy submitted to
Wilson Library. It is the student's responsibility to submit a signed cover page.**

APPENDIX 3: DUNCAN MACRAE Jr. HONORS THESIS GRANT

Purpose

The Duncan MacRae Jr. Honors Thesis Grant supports public policy majors working on independent honor thesis research under the supervision of public policy faculty member at UNC-Chapel Hill.

Eligibility

- Currently enrolled public policy honors thesis students, enrolled in PLCY 691 or 692.
- A letter of support from a thesis advisor who holds a full-time appointment in Public Policy at UNC-Chapel Hill.
- A copy of your resume.
- A copy of your official UNC transcript.
- Application Process

All eligible students should FIRST apply for Honors Carolina research grants, which are available to help offset the cost of conducting a Senior Honors Thesis. The grants, up to \$500, can cover the cost of equipment, supplies, software, publications, transportation, and other expenses. Students must apply through the academic unit's honor director (Director of Undergraduate Studies, Public Policy). See, <http://honorscarolina.unc.edu/current-students/honors-thesis-and-undergraduate-research/honors-thesis-research-grants/>.

Applicants can use the same Honors Carolina submission form for review by the Public Policy Undergraduate Affairs Committee.

Anticipated Number and Amount of Awards

Contingent on availability of endowment funds, a maximum of four awards of \$500 each will support public policy honors thesis applicants through the Duncan MacRae Jr. Public Policy Fund.

Selection Process

The Undergraduate Affairs Committee will review applications and recommend recipient(s) to the Chair of the Department of Public Policy (November 15, 2013 deadline).

Reporting Requirements

Successful applicants should acknowledge support from the Duncan MacRae Jr. Public Policy Fund in their honor thesis acknowledgements.