

## Policy and Procedures for Library-Bound Projects

### Policy

It is the policy of the Division of Graduate Studies (DGS) that only those graduate projects (298) reviewed and recommended by the faculty and the university graduate office may be placed in the university library as “library-bound projects” and be included in the research profiles section of the DGS Website.

### Introduction

It shall be understood that not every graduate project (298) will be reviewed at the university level for placement in the university library. The review is voluntary, with faculty discretion determining which projects are advanced for review.

Benefits for participation include improved visibility for high quality projects through library placement and inclusion in the research profile on the DGS Website. Such exposure may be helpful to student résumés and provide recognition for faculty members guiding students through the research process. Participation also ensures uniformity in the professional presentation of library bound projects.

### Procedure

Only projects recommended by the faculty advisor/chair and the graduate program coordinator or dean of the college or school may be considered for review and approval as library-bound projects.

The university’s thesis consultant in the Division of Graduate Studies will review selected projects. Library-bound projects must meet the manuscript requirements of the thesis (299) detailed in the university’s *Guidelines for Thesis Preparation*. Templates and tutorials to assist in the formatting of theses are also available from the DGS Website for the formatting of library-bound projects. A normal review will cover the objective areas of form and style, mechanics, and documentation, in addition to ensuring adherence to Title V in the California Code of Regulations for the project (298) as a culminating experience. This is defined in part in the CSU, Fresno 2005-2006 *General Catalog* (p. 493) as follows:

It must evidence originality and independent thinking, appropriate form and organization, and a rationale. It must be described and summarized in a written abstract that includes the project’s significance, objectives, methodology, and a conclusion or recommendation.

Projects that do not meet these criteria will be returned to the student with a letter (copied to the nominating faculty member) detailing the reasons for the project’s return. This return procedure is consistent with that used for the return of theses.

Faculty and students who wish to have a project eligible for binding must complete and sign a form (available from the DGS Website) attesting that the project meets required standards of scholarship, format, and style of the university and the student's program. This form will also require the signed endorsement of the program's graduate coordinator.

Students may submit an endorsed project anytime during their semester or term of graduation, but no later than **six weeks** into the semester or term following their graduation date. This deadline is meant to address time constraint concerns from programs designed such that students don't begin writing the project until the beginning of their final semester.

### Sample Project Layout

The following presents a framework for projects that will be shelved in the Madden Library. The outline below is offered as a general guideline only. Students should always consult their graduate program coordinator for additional regulations and policies.

*Abstract:* includes project title, as it appears on the title page, followed by a short statement (150 words or fewer) concerning the purpose, methodology, and findings of the research.

*Introduction:* purpose of the project; scope (description) of the project in terms of content and format; significance of the project; limitations of the project; definition of terms; and organization of the remainder of the project.

*Review of the Literature:* source materials for the project; other studies related to the project; and synthesis of the literature that identifies the various approaches and themes.

*Methodology:* description of how the project was conducted (e.g., questionnaires), compiled, or created (e.g., visual aids).

*Summary, Conclusion:* summarize the entire study effort.

*Bibliography/References:* includes all sources used in the project.

*Appendices:* material too detailed or lengthy for inclusion in the body of the study (e.g., questionnaires, maps, photos, letters of permission, or, when appropriate, the actual project documents, e.g., a business plan, a curriculum, a programming manual, a report to a public/private agency).

Approved 03/15/05  
University Graduate Committee