

Outstanding Master's Thesis/Project Award Process and Guidelines

Overview

The purpose of this award is to recognize outstanding student research and applied work at the graduate level. One of Buffalo State's values is to engage our campus community in the "rigors, joys, and fulfillment of intellectual discovery." This value is made manifest through a number of activities that occur within graduate programs, and in particular the thesis and project work carried out by our graduate students. Through this award The Graduate School recognizes and rewards excellence in regard to graduate student work. On an annual basis the number of recipients will range between zero and three for each category (i.e., project and thesis) for a total maximum of six.

Selection Guidelines and Process

The selection process will run as follows:

1. Nominations and Eligibility

The Dean of The Graduate School will initiate the process by making a general call for nominations. In response nominations may be put forward either by graduate advisers or through self-nomination on the part of the graduate student. The Dean of The Graduate School will set the deadline date for nominations. To be eligible for this award the thesis or project must have been completed within the previous calendar year (i.e., one year prior to the deadline date set by the Dean of The Graduate School).

2. Nomination Material

The person who nominates the student (i.e., either the adviser or the student) completes an evaluation form and submits this, along with a copy of the master's project or thesis (see enclosed nomination forms for thesis and project awards), to the office of The Graduate School. The person nominating the project or thesis is also asked to write a brief letter of support describing why he or she feels the project or thesis should be considered for the award.

Additionally, the adviser or student is to solicit feedback from the department chair and one external evaluator (i.e., a faculty member external to the committee, either on campus or from another institution). The department chair and the external evaluator are to complete the evaluation form and send it directly to the office of The Graduate School. When the department chair is the major adviser to the project or thesis, a second external evaluator should be identified.

3. Selection Process

The selection committee, which will be comprised of a sub-committee of members of the Graduate Advisory Council, will review nomination packets and make recommendations for awardees to the Graduate Advisory Council. Graduate Advisory Council will recommend decisions in regard to these nominations to the Dean of The Graduate School. Finally, the Dean of The Graduate School will notify all nominees of the outcome of the selection process. Again, awards will range between zero and three for each category (i.e., thesis and project).