

MASTER'S IN COEXISTENCE FIELD PROJECT

I. PROJECT OBJECTIVES AND REQUIREMENTS

A. Purpose of the Project:

As part of the necessary work required to complete a Master's degree in Coexistence and Conflict, students are required to undertake a three-month Master's project. The purpose of this project is to accomplish the following:

- a) Expand their policy and practical experience;
- b) Test their application of theory to practice and improve the width and depth of their professional skills;
- c) Increase their security and comfort levels at working in the field; and
- d) Significantly increase their networks of collaboration.

B. Types of projects:

The project will consist of either (a) or (b).

- a) An internship of at least three months in a government or non-governmental organization assisting with the development and implementation of a policy or a program of coexistence intervention.
- b) Independent fieldwork for at least three months in a conflict area. The fieldwork will be designed to assist the generation and development of new coexistence and conflict management intervention options, and must be undertaken in partnership with organizations, policy makers, or practitioners who are already working in the area. The report of such fieldwork will include feedback from prospective partners already working in the area about the relevance and usefulness of the research.

(Students who are on a sabbatical from their place of employment and whose courses of study are funded by that employer may carry out their project either within, or on behalf of, their sponsoring organization with the approval of the program director).

C. Project Paper:

This will consist of a written report of approximately 60 pages, including the Bibliography, but not the Appendices. The report will be spaced at 1.5. These reports will be utilized to build up an archive for the program which will be made available to other scholars and researchers.

D. Writing the Master's Project Proposal:

All students are required to write a Project Proposal which will help them to think through the learning objectives and concrete plans for their field project. For guidelines on writing this proposal, see below. Your final proposal must be accompanied by a **Master's Project Proposal Approval Sheet** signed by both the Academic Advisor and the host/sponsoring organization indicating that they have read the proposal and approve of it. If you are undertaking independent research in cooperation with other organizations or policy

makers/practitioners, you must indicate an understanding in writing with such organizations or people about the extent and proposed outcomes of your report.

E. Waiver Form.

A Waiver Form must be signed by all students.

F. Academic Advisors:

Students write their proposals and their Masters' Papers under the guidance of their Academic Advisor. Students submit the name of a faculty member or researcher of their choice to the M.A. Director who may also suggest faculty or researchers to the students. Advisor workloads, availability, and appropriateness are considered in matching Academic Advisors. Students may not change their Academic Advisors without the Director's approval.

G. Field Contacts :

All students must secure a Field Contact for their work. Such contacts will agree to act as the main resource for contextual information, institutional, cultural, and, where appropriate, academic guidance to the students during their field projects. *Such agreement will be negotiated with each field contact as appropriate. The Final Master's Project Proposal Agreement must be signed by such contacts and submitted in writing along with the proposal.* Students must also provide the name and e-mail contact information for their Field Contact/s on their Master's Project Proposal Approval Sheet. Any change in such contacts must be reported to the program immediately. These contacts may be used to provide feedback on students work during their field projects. Evidence that students have performed unsatisfactorily during their field project may result in a failure to graduate.

H. Time Lines:

(Students are encouraged to submit the following before the required deadlines if possible):

March 1st-

Outline project proposals to Master's Director.

April 1st

Final project proposals agreed with Director and Field Contact/s.

Submission of Final Proposal, Waiver Form, and Master's Project Proposal Approval Sheet to Master's Director.

May 1st – Dec. 31st

Three month Field project. Writing of Field report.

Monthly reports on on-going work will be required of all students during this period until final report is completed, or as agreed with their Academic Advisor.

Projects must be submitted by the end of December, unless otherwise agreed. Students may submit before the end of December if they so wish.

A Draft of the Final report must be submitted to the Academic Advisor at least one month before the proposed final submission date.

II. OUTLINE FOR COEXISTENCE MASTER'S PROJECT PROPOSAL

Writing the Master's Project Proposal should aid students in thinking through the learning objectives and concrete plans for the Masters' Field project. Every proposal must also be accompanied the Master's Project Proposal Approval Sheet, signed by the Academic Advisor indicating that they have read the proposal and approve of it, as well as a Waiver Form signed by the student. In addition, all students must bring written confirmation from their host or partner organizations, or significant individuals with whom they are working, that they have read the Master's Project Proposal and are aware of the extent and proposed outcomes of their report. This outline below may not be suitable for all proposed projects. Please consult closely with your Academic Advisor who may prefer that you follow another outline or amend this one.

Mari Fitzduff (Fitzduff@brandeis.edu) or 781- 736- 2873) is available to consult on the requirements.

The proposal packet should include four items:

- 1. The Master's Project Proposal Approval Sheet**
- 2. The Waiver Form**
- 3. Written Confirmation from host or partner organization/individual**
- 4. The Proposal:**

A. The Abstract:

Three sentences describing what you are doing, with what organization/s, and where.

B. The Learning Objective

State clearly what you hope to achieve in undertaking the field project. Be specific about how this work relates to the studies you have undertaken, the field of coexistence and conflict, and your career goals. Ask yourself while drafting the proposal how realistic are the objectives. Are they too ambitious? Are they too modest? Are you allowing yourself time to reflect on the experiential learning?

C. The Problem or Issue

- 1) Define the problem or issue that you will be addressing in your field project.
- 2) Provide sufficient background so that the reader understands the importance of the problem or issue.
- 3) Identify an intervention, or your proposed part of an intervention. (This can be either a practice, policy making, or research intervention)
- 4) Set objectives and time lines.
- 5) Identify partners for its implementation.
- 6) Ensure that appropriate monitoring and evaluating techniques are built into the program design where appropriate.

D. Initial Literature Review

Read and summarize current thinking on the proposed problem/issue, and pose challenging questions that you may have to grapple with in your field project. Show the reader that you have familiarized yourself with major thinkers in your field of investigation. Include an initial bibliography at the end of the paper.

For a web site that describes how to do a literature review go to <http://www.utoronto.ca/writing/litrev.html>

E. Methods

- How are you going to go about accomplishing your learning objectives?
- What institutions (or significant individuals in the field) have agreed to host or partner your work? Attach a description of the organization/s and/or personnel. If this commitment is still pending, present options and the status of your discussions. (Please note: your proposal will not be approved until you are able to confirm institutional hosts or partners)
- Where will you do your work? Will it be on one or more countries? Is it a field level project, a headquarter assignment, etc. Who will be your field contacts on the project, and what are their standings in the organization/s?
- What will be your role specifically?
- What preparation will you need?
- What methods will be employed to accomplish the work objectives of the project itself?
- What skills will you learn on this project?

F. Timeline

When you will begin/finish the project? Include the dates that you will send section and final drafts to your advisor.

H. Other Issues

Present any other issues, concerns, or constraints that may have an impact on your ability to carry out your project.

I. Initial Bibliography

III. GUIDELINES AND REQUIREMENTS FOR WRITING THE COEXISTENCE MASTER'S PAPER

1. Content:

The paper must include the following sections:

- a. **Title:** The title should contain the key words or phrases of your study. The reader should be able to identify the geographical area and topic of your paper simply by reading the title.
- b. **Table of Contents:** This must include page numbers.

- c. **Executive Summary:** (200 words maximum) This should include a description of the problem you are exploring, the methods used, and the key findings or results.
- d. **Acknowledgements:** If your paper has been edited by someone else, please acknowledge the assistance with the statement: *This paper has been written with the editorial assistance of _____.*
- e. **Abbreviations:** List abbreviations and acronyms used in the paper.
- f. **Introduction:** A brief description and chronology of the internship or fieldwork location, setting, and experience. This is meant to orient your readers to the detailed discussions of your paper and to serve as a frame of reference for the entire paper.
- g. **Statement of the Coexistence Problem:** (2-5 pages) This includes the problem you are addressing and its significance to coexistence policy, the country/region, relevant institutions, beneficiaries, academics and yourself. Include background information that is necessary to understand the problem and the context. The reader should be able to understand by the first couple of paragraphs what the problem is that you are addressing and its significance.
- h. **Literature review:** (3-6 pages) A good literature review identifies the key relevant perspectives in the academic, policy, and practice discourses on the problem being addressed. The literature review will cite at least 8 books as well as at least 8 other appropriate journal or web articles. You may also need to refer to additional sources. At the end of this section you must tell the reader what you have learned and how those lessons informed what you did.
(See <http://www.utoronto.ca/hswriting/lit-review.htm> for tips on constructing a literature review)
- i. **Learning objective:** (1-2 pages) This is a statement of what learning outcomes you expected to achieve with respect to the problem you are addressing. For example, you may have been trying to: identify actions or interventions that would contribute to reducing the identified problem; assess interventions that are being used by your host organization and others to address the problem identified; or assess variables that facilitate or impede the implementation of a proposed intervention. This section of the paper describes a key piece of the learning that you want to come out of your field project. It addresses the relevant question about significant learning during the project. This section is not the same as the findings and the conclusions sections below. It establishes the framework for your results e.g. If you are doing an analysis of a program, program implementation, policy or an organization, this is where you would explain how your work has or will have the potential to make a contribution to improving the practice of coexistence work.
- j. **Methods** (6-10 pages) This should include the following:
 - i. Host organization/partners and their relation to the problem.
 - ii. Broad approach or strategy used to answer the question posed.
 - iii. How your experience with the host organizations or other partners brought you in contact with information relevant to the question you are trying to answer.
 - iv. How you analyzed the information you collected as part of your work on the field project.
 - v. Schedule and organization of your work (a chart may suffice).

- vi. Limitations of your approach, of the information available, and of the analysis. This section should also include any caveats you would like your reader to bear in mind as they read through your paper.
- k. **Presentation** of the evidence (15-25 pages):
 - i. Identify the 2 to 4 most important findings of your experience, inquiry, and analysis.
 - ii. Provide the evidence to support the findings.
 - iii. Indicate whether you found evidence that argues against your results or whether you found any unanticipated results.
- l. **Conclusions** and policy implications (2 pages):
 - i. Conclusions are not a re-statement of your findings – they are what you see as the consequences of your findings.
 - ii. Conclusions may take the form of recommendations to the agency that hosted you, of program or policy change recommendations, of organization and management recommendations, or even of a project proposal to test through implementation and the learning that you derived from the field project.
- m. **Tables and Figures:**

Tables and Figures are welcome, but use them only when they support the text and when they are discussed in the text. Do not add tables that are not discussed in the text. Make sure all tables and figures are clearly labeled, including the source. Include notes to clarify any terms in the tables that may be unclear. A good table should be able to stand on its own.

2. **References and Bibliography:**

References:

While the paper is not a dissertation, it is a professional paper and should have simple but standardized references and bibliography. You should use the format below (APA style), unless your adviser indicates otherwise. Basic manuals for these referencing systems are available in the Goldfarb Library and on-line at <http://library.brandeis.edu/getstarted/quick/cite.html>.

For more information on citing websites, see: <http://www.apastyle.org/electmedia.html>.

While citation styles may vary slightly, the suggested format is below.

- In the text, use citations as follows:

Smith (2002) says that ethnic difference is...

- Or when you are using a quotation:

Smith (2003:16) says that “The definition of ethnic difference is much contested and notoriously difficult to pin down.”

- Or if your quote is longer than three lines, then it should be double indented and single-spaced. You do not need to use quotation marks when indenting. For example, Smith said:

The definition of ethnic difference is much contested and notoriously difficult to pin down. Generalizations are particularly difficult and misleading because ethnic identity is recognized on a wide variety of different bases. In different cases, groups identify themselves as an ethnically united by means of some combination of markers such as language, skin colour, religion or history. (Smith 2002: 16)

Bibliography:

The following are examples of different types of bibliographic references.

Books:

Ackerman P. and Du Vall J. 2000. *A Force More Powerful: A Century of Nonviolent Conflict*, St. Martin's Press, London.

Reports and Working Papers:

Anderson, Mary & Lara Olsen, 2002. *Confronting War: A Critical Guide for Peace Practitioners*. Cambridge, M.A.: Reflection on Peace Practices Project, Collaborative for Development Action. (8-19, 45-59, 65-82) Available on line at www.cdainc.com/rpp/rpp-index.htm.

Chapters:

Kriesberg L 2001 "The Growth of the Conflict Resolution Field." In *Turbulent Peace*. Eds. Chester Crockett, Fen Osler Hampson, & Pamela Aall. Washington, D.C.: United States Institute of Peace Press, 2001.

Journals:

Montgomery M. 2003 'Working for Peace While Preparing for War. The Creation of the United States Institute for Peace' *Journal of Peace Research* Vol 40 No 4. 2003 pp 479-496

Footnotes:

Footnotes or endnotes and appendices should be used sparingly and only to add essential information that does not fit in the text.

3. Paper length:

The paper is a short, succinct, professional paper. The ideal length is 60 pages with 1.5 spacing including bibliography, figures and tables, but excluding the coversheet and the

executive summary. It may be expanded only with the permission (in advance) of your academic advisor. Remember that more is not necessarily better.

4. Submission:

The final copy of your paper and executive summary, labeled with your name and the title of the paper, should be submitted by the due date either electronically (by email) or on a compact disc in both pdf and Word format.