

The Project Guidelines

The candidate and Dean will interact to determine the subject matter for the project. The subject matter is typically case studies, but may be any subject which meets the candidate's professional goals or objectives.

The candidate and Dean will interact in the Research and Design coursework to develop the information and design and to write the project.

The project will be written with the Dean acting as the mentor for the candidate.

Doctoral candidate's projects will approximate 150 double-spaced pages.

Master candidate's project will approximate 75 double-spaced pages.

The length of the project will depend on the subject matter and approach taken by the candidate.

Four copies of the project will be given to the Dean by the candidate. These copies will be distributed to the examiners prior to the candidate's oral examination. The copies should be given to the Dean at least 3 weeks before the scheduled oral examination.

Following are Presentation and Format requirements for the Project.

Project Format

The project should use Times New Roman font and have 1-inch margins for the top, bottom, left and right margins.

• Electronic Submission

Email your project in PDF format to jugsbinding@tycopy.com and include the following information in the body of the email:

- Name
- Telephone Number
- Information to be printed on the front cover
- Information to be printed on the spine
- Note: The University requires two bound copies and a CD-ROM, which Tyco will ship to the University. If you would like any copies for your own use, request in your email and include a shipping address for the additional copies.

Upon the final approval of the Project by the Dean, follow the instructions from Tyco regarding the format as well as the electronic submission required for printing and binding. If there are any questions concerning this procedure contact Mike Iannuzzi Jr. at mike@tycopy.com or (203) 562-9723:

- Printing and binding will take approximately 3-4 weeks to complete. Rush service is available for an additional fee. For more information about Tyco Copy Center and the other services that it provides, including various other soft cover binding options, please visit www.tycocopy.com.

If you are unable to email your document in PDF format, please email it to Tyco in MS-Word format and Tyco will then email back a PDF document for you to review and approve. After submitting your request via email someone from Tyco will contact you to arrange for payment via credit card.