Welcome to the Master of Science in Global Technology and Development degree program! The program is administered by the School for the Future of Innovation in Society. This handbook is designed primarily to guide graduate students through the degree program. It includes specific information about requirements and policies associated with the degree program. Should questions arise that are not answered here, consult the program advisors.

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INTRODUCTION

PURPOSE OF THE HANDBOOK
The handbook provides an overview of the policies and procedures for students in the GTD degree program. It serves as an initial resource to give guidance and to answer questions, but students are also encouraged to consult with the program directors and faculty, or the SFIS Graduate Program Advisor. The primary references for graduate students on rules and regulations are the Arizona State University Academic Catalog which can be found at http://catalog.asu.edu/ and Graduate Education Policies and Procedures Manual available online at https://graduate.asu.edu/policies-procedures. Each student should become familiar with both.

STUDENT RESPONSIBILITY
It is the responsibility of each student to understand and observe all procedures and requirements specified by Graduate Education and the School for the Future of Innovation in Society. It is a requirement for all students to read and understand the GTD Graduate Student Handbook, the ASU Academic Catalog and Graduate Education Policies and Procedures. Faculty and staff provide academic advice and assistance; however, the ultimate responsibility for meeting degree and other requirements remains with the student. All ASU students are also required to have an active ASU e-mail account and to check it frequently. Students may forward their ASU email to another preferred account but are still responsible for frequently checking their official ASU email account for correspondence. Instructions on how to forward email can be found on the ASU Help Center web site at http://help.asu.edu/sims/selfhelp/SelfhelpKbView.seam?parature_id=8373-8193-6914. Information is provided to students via MyASU (http://my.asu.edu) and students should frequently check their MyASU Account for information regarding their status, holds, and list of “to do” items.

PROFESSIONAL ETHICS AND ACADEMIC INTEGRITY
As a graduate student you have joined a larger community that is engaged in the quest for truth, thus committing yourself to an honest, ethical, and cooperative style of learning and inquiry. You will represent the university within this community in many ways and consequently are requested to consider that responsibility in your conduct. Course work must reflect individual effort and integrity. Your research and applied project work must be original, accurate, and documented, and must reflect individual effort and integrity. When in doubt about appropriate conduct, students should consult a faculty mentor to seek clarification. Additional information about academic integrity policies of the University is available at http://provost.asu.edu/academicintegrity. SFIS has a zero-tolerance policy for any form of academic misconduct. Penalties for unethical behavior range from being placed on academic probation to dismissal from the program.

The highest standards of academic integrity and compliance with the university’s Student Code of Conduct (https://eoss.asu.edu/dos/srr/codeofconduct) are expected of all graduate students in academic coursework and research activities. The failure of any graduate student to uphold these standards may result in serious consequences including suspension or expulsion from the university and/or other sanctions as specified in the academic integrity policies of individual colleges as well as the university.

Breaches of academic integrity include, but are not limited to, the following:

- Engages in any form of academic deceit
- Refers to materials or sources or uses devices (e.g., computer disks, audio recorders, camera phones, text messages, crib sheets, calculators, solution manuals, materials from previous classes, or commercial research services) not authorized by the instructor for use during the Academic Evaluation or assignment
- Possesses, reviews, buys, sells, obtains, or uses, without appropriate authorization, any materials intended to be used for an Academic Evaluation or assignment in advance of its administration
- Acts as a substitute for another person in any Academic Evaluation or assignment
- Uses a substitute in any Academic Evaluation or assignment
- Depends on the aid of others, including other students or tutors, in connection with any Academic Evaluation or assignment to the extent that the work is not representative of the student's abilities
- Provides inappropriate aid to another person in connection with any Academic Evaluation or assignment, including the unauthorized use of camera phones, text messages, photocopies, notes or other means to copy or photograph materials used or intended for Academic Evaluation
- Engages in Plagiarism
- Uses materials from the Internet or any other source without full and appropriate attribution
- Permits his or her work to be submitted by another person in connection with any Academic Evaluation or assignment, without authorization
- Claims credit for or submits work done by another
• Signs an attendance sheet for another student, allows another student to sign on the student's behalf, or otherwise participates in gaining credit for attendance for oneself or another without actually attending
• Falsifying or misrepresenting hours or activities in relationship to an internship, externship, field experience, clinical activity or similar activity
• Attempts to influence or change any Academic Evaluation, assignment or academic record for reasons having no relevance to academic achievement
• Failing to follow ethical procedures for research involving human subjects, such as violating participants’ confidentiality, or failing to maintain confidential or sensitive research data in a secure location
•Knowingly using data that do not meet appropriate standards for reliability and validity;  
• Engaging in a romantic relationship with an undergraduate student whom you supervise or evaluate in a classroom or research setting
• Repeatedly failing to meet commitments and responsibilities, such as chronically missing deadlines, or failing to provide work promised to colleagues
• Behaving in a way that reflects poorly on the degree program, SFIS, and the university while conducting research or participating in community activities as a representative of the School

DISCRIMINATION COMPLAINTS
It is a violation of ASU policy to discriminate against any employee or student on the basis of that individual’s race, color, religion, national origin, citizenship, sex, gender identity, sexual orientation, age, disability, Vietnam-era veteran status, special disabled veteran status, other protected veteran status, newly separated veteran status, or any other unlawful discriminatory grounds. Complaints should be filed within 120 days of the last act of alleged discrimination. The director, Office of Equity and Inclusion, may waive or extend this time frame for good cause such as holidays or times that classes are not in session.

An employee or student (or member of the public in cases of disability complaints) who believes he or she has been unlawfully discriminated against may discuss his or her concerns with the director or an assistant director of the Office of Equity and Inclusion, file a report, and/or file a complaint of unlawful discrimination with the Office of Equity and Inclusion (https://cfo.asu.edu/hr-equityandinclusion).

The Office of Equity and Inclusion review of complaints is a confidential process because it involves personnel matters. The parties to the complaint are guaranteed confidentiality except as noted in the policy and as necessary to conduct a thorough and fair investigation of the complaint. All witnesses in a complaint investigation are guaranteed confidentiality. All documentation and reports received and/or developed as part of the report/complaint process, including investigative reports are considered confidential unless otherwise noted in the policy.

To review the official policy, see “ACD 403: Procedures for Resolving Complaints of Unlawful Discrimination” in the Academic Affairs manual (http://www.asu.edu/aad/manuals/acd/).

CRISIS SERVICES
ASU Counseling Services prioritize immediate access to services to ensure that all students who request or need services can be seen the same day- no appointment is necessary. You can call or walk in and be seen anytime at one of our four campus locations between Monday-Friday, 8 a.m. – 5 p.m.

For more information about our services, call Monday - Friday, 8 a.m. – 5 p.m.:
• Downtown Phoenix: 602-496-1155
• Polytechnic: 480-727-1255
• Tempe: 480-965-6146
• West: 602-543-8125
If you need assistance outside of business hours, please call EMPACT’s 24-Hour ASU-dedicated Crisis Line: 480-921-1006.

If You Are Concerned About a Student
Faculty, staff, and parents can be very helpful in supporting a student in distress to access counseling services. ASU Counseling Services staff offers consultation assistance to concerned parents, faculty, staff, and other students who have concerns about a student. By speaking with one of our counselors, you can receive information about how to talk with a student experiencing difficulties and how to access various resources. You may call any ASU Counseling Services location and ask to speak to a counselor who will help you decide what options are available. If a crisis occurs on or near campus students, faculty, and staff may be affected. ASU Counseling Services staff will schedule meetings with groups of faculty, staff, and students who have been
affected by a crisis. You may call any ASU Counseling Services location and ask to speak with a counselor who will talk with you about your needs.

**TITLE IX**

Title IX is a federal law that provides that no person be excluded on the basis of sex from participation in, be denied benefits of, or be subjected to discrimination under any education program or activity. Both Title IX and university policy make clear that sexual violence and harassment based on sex is prohibited. An individual who believes they have been subjected to sexual violence or harassed on the basis of sex can seek support, including counseling and academic support, from the university. If you or someone you know has been harassed on the basis of sex or sexually assaulted, additional information and resources are available for you at [http://sexualviolenceprevention.asu.edu/faqs/students](http://sexualviolenceprevention.asu.edu/faqs/students).
WHAT IS SFIS?
The influence of science, technology and innovation in how we live our lives has never been greater. Tomorrow it is likely to be greater still. Headlines that would have seemed like science fiction a few short years announce new technical realities: “editing” human genes to erase disease traits or add new ones; programming robotic drones to operate autonomously on the battlefield; and collecting and interpreting data from nearly uncountable human interactions. These new capabilities contain both promise and challenge. But it is not just new technologies that draw our attention. The legacies of fossil fuels and nuclear power are ongoing. Our urban infrastructures of water, energy, transportation, food and health are intertwined in complex ways. Gaps between technological haves and have-nots are profound and stubbornly persistent against the backdrop of technological change.

Universities prepare students for the future. At SFIS we’re going to make the future – or, rather, the set of plausible futures that humanity has – a focus of our activities. We are planning now for the kinds of futures that we will want to inhabit.

Universities are at the forefront of innovation, generating and applying knowledge to improve our lives. At SFIS we’re going to make innovation the object of systematic study and informed critique, so that we might get what we truly want and need out of our scientific and technological endeavors.

Universities serve society by producing knowledge and facilitating opportunity. They educate new generations of informed citizens and skilled, productive workers. At SFIS we see our efforts as part of a larger social fabric – local, regional, national, global – that informs our wants and needs about the futures we will want to inhabit.

Our School is new, but our faculty have an extraordinary record that fully embraces the design aspirations of the New American University. Their interdisciplinary backgrounds enable them to advance use-inspired research in creative ways, for example, by bringing art and science together to help people learn about the societal aspects of emerging technologies. Their commitment to outcomes means seeking positive, knowledge-based transformations of society, like sustainable energy futures here in Arizona or agricultural practices resilient to climate change in Nepal.

Through our courses and curricula, our faculty will – in the words of visionary John Seely Brown – “teach content, mentor skills, and cultivate dispositions.” SFIS programs are designed to allow students to make innovative choices and follow their creative instincts. Success is less about checking the right box and more about taking intellectual risks and designing novel combinations. Our PhD program prepares students to perform research and create new knowledge about complex, socio-technical phenomena. Our master’s programs prepare students to take on professional roles in serving the public good by understanding and translating new knowledge in a variety of settings. In the future, our undergraduate programs will prepare a great variety of students to succeed in creating their own futures.

ORGANIZATION OF SFIS

- **Director**
  David Guston – David.Guston@asu.edu

- **Associate Director for Faculty**
  Clark Miller – Clark.Miller@asu.edu

- **Associate Director for Programs**
  Gary Grossman – Gary.Grossman@asu.edu

- **GTD CAMPUS Degree Program Chair**
  Mary Jane Parmentier – MJ.Parmentier@asu.edu – (480) 727-1156

- **Graduate Application Review Committee**

  The Graduate Application Review Committee consists of the Degree Program Chair, who also serves as the chair of the application review committee, and four additional members from the SFIS Faculty who review applications to the degree program and make admission decisions. Members on the Graduate Application Review Committee are selected annually and serve for one year. They may serve more than one term.

- **Graduate Program Advisor**
  Andra Williams – Andra.Williams@asu.edu – (480) 727-9498
OVERVIEW OF THE PROGRAM

The Master of Science in Global Technology and Development offers a globally and technologically focused program by exposing students to a comprehensive understanding of systems of technology, the interface between technology and society, and their roles in global development, innovation and change. On a theoretical level, the program seeks to bridge the perspectives of international development and science, technology and society, incorporating theoretical and conceptual frameworks from both fields of study into the core curriculum. The study of technology and applied sciences has traditionally taken place separately from the social science disciplines, offering little insight into how the advance of technology affects social, political and economic development, and vice versa. At the same time, academic programs that do explore these issues are sometimes created in isolation from science and technology. Yet, in the 21st century, it is imperative that we seek to understand the interrelationships between technological and human development, as well as how these impact the environment. In addition to specialized technologists, a growing need is foreseen for professionals with a grasp of the large-scope technological change, who in effect may become technology interpreters for policymakers. Policymakers and practitioners of development are facing the incorporation of technology as a centerpiece of development strategies, and yet outcomes are not always certain. The way in which technologies are transferred, adapted, and affect societies vary according to cultural, political and socioeconomic contexts.

The course of study is designed to empower graduates of the program with the capacity to understand and analyze the impact that technological development has had on the world, and to use that knowledge to assess its impact and influence appropriate policies and programs for the future. Students completing the Master of Science in Global Technology and Development will possess research skills enabling them to pursue their own research agenda, as well as to critically assess the work of others in their professional environments. Graduates bring to their organizations a comprehensive knowledge of systems of technology and their incorporation and constitution from and within society, and how these systems might transform our world. Through integrating the study of human development with the study of technology, students are prepared for careers in technology-related public policy, government service, international development and international management, as well as the private sector.

Program Objectives

The goals are to provide students with the following:

- Identification and evaluation of theories of economic, social and political development, and how they help us understand the impact of technology.
- A broad understanding of sociotechnical systems and scope of human activity globalized and revolutionized by technology, particularly in the current era of globalization.
- Critical analyses of current global events and situations including an understanding of their historical contexts, in order to make appropriate policy decisions regarding technology and development.
- Understanding of the implications of technological innovation and development in environments other than their own society and culture.
- Appreciation of factors that differ in various cultural, political and social contexts.
- Identification of problems, formulation of research agendas, and implementation of research.
ADMISSIONS POLICIES FOR GLOBAL TECHNOLOGY AND DEVELOPMENT

The School for the Future of Innovation in Society encourages applications from students of diverse backgrounds. To be eligible for admission, students are required to hold a minimum of a bachelor's degree (or equivalent) or a graduate degree from a regionally accredited College or University of recognized standing. A bachelor's degree in any field is potentially sufficient, though a combination of course work and/or work experience in technology/science and the social sciences is preferred. Students are strongly encouraged to have had prior relevant international or intercultural education, work, or experience. Students must also hold a minimum of a 3.00 cumulative GPA (on a scale where 4.0=A) in the last 60 hours of a student's first bachelor's degree program. A personal statement of purpose of 1-2 pages is required for admission and two letters of recommendation, either academic or professional. While the GRE is not required, the statement of purpose is a significant factor in the application process, and it should address the background and capabilities of the applicant, as well as their interest in the program.

APPLICATION DEADLINES

For the ASU GTD program, admissions are conducted three times per year, and students may begin the GTD program in Fall, Spring or Summer Semesters (though course offering are more limited in summer), beginning with Session A and/or C. Applications may be reviewed by the degree program application review committee up to one week before start of classes in each semester, however to ensure enrollment in classes applicants are advised to apply at least one month before the start of classes in the session in which they begin.

APPLICATION PROCESS

The Global Technology and Development (online) application process:

1. Initiate an online ASU Graduate Admissions Application through the Graduate Education web site (http://graduate.asu.edu/admissions).
2. Complete the "General Information Section." You will be asked to enter information on universities that you have attended and GPAs.
3. Complete the Degree Section.
   a. Click "Find Your Degree/Certificate Program"
   b. Select TEMPE as your degree program campus.
   c. Search for and select Global Technology and Development as your degree program.
   d. Identify any faculty, students or staff you have been in contact with about the degree program.
   e. Request two Letters of Recommendation from people who can evaluate your potential for success in this program. These letters must be submitted using the online application system. As you move through the steps in the online application, you will be asked to enter the email addresses for the three people who will be writing your recommendations. The ASU Graduate Education online application system will automatically contact them with information on how to log in to the online system and upload the Letter of Recommendation.
   f. Prepare and upload the Personal Statement of Purpose.
4. Submit the online ASU Graduate Admissions Application.
5. Pay the Application Fee.
6. Have official transcripts* sent to ASU. One set of official transcripts from every college and university from which a Bachelors or higher degree was earned should be sent to:
   
   **If sending by U.S. Mail, use this address:**
   Arizona State University
   Graduate Admission Services
   PO Box 871003
   Tempe, AZ 85287-1003
   
   **If sending by FedEx, DHL or UPS, use this address:**
   Graduate Admission Services
   Arizona State University
   1151 S. Forest Avenue, #SSV112
   Tempe, AZ 85287-0112

ASU transcripts do not need to be sent. If additional transcripts are required, Graduate Education will notify you.

International Applicants – more information on requirements for international academic credentials (https://students.asu.edu/graduate/international).

* Original academic credentials issued by the registrar of the institution attended, bearing the original raised or colored seal of the institution and the signature of your institution's registrar, academic official, or recognized international organization.
7. If appropriate, complete and submit a paper copy of the Financial Guarantee Form (https://students.asu.edu/international/immigration). This form must be completed by anyone who will attend ASU while holding an F-1 or J-1 visa. Send the form to:

If sending by U.S. Mail, use this address:
Arizona State University
Graduate Admission Services
PO Box 871003
Tempe, AZ 85287-1003

If sending by FedEx, DHL or UPS, use this address:
Graduate Admission Services
Arizona State University
1151 S. Forest Avenue, #SSV112
Tempe, AZ 85287-0112

8. If you are from a country whose native language is not English, you must provide proof of English proficiency. Acceptable proof is as follows:
   • TOEFL score of at least 550 (PBT) or 80 (iBT)
   • IELTS overall band score of at least 6.5 with no band below 6.0
   • Pearson Test of English (PTE) score of at least 60
   More information on English Proficiency is available on Graduate Education web site (https://students.asu.edu/graduate/proficiency).
REQUIRED COURSEWORK

GTD Core Courses (12 credits)

GTD 501 Global Technology and Development (3 credits)
Students will be introduced to the main theories of economic, political and social development, as well as consider development indicators and government and non-governmental organization’s policies and programs. With this background, the course will then explore the particular impact of technology on development, both positive and negative, with an emphasis on recent innovations and advancement.

GTD 503 Technology and the International Political System (3 credits)
This course will provide a history of how our current world political system developed, highlighting technological factors in this development, followed by a study of the impact of recent technologies on the system at the end of the 20th century, and considering such concepts as globalization, national versus international identity, the erosion of sovereignty, and these impact international development.

GTD 505 Research Design in Technology and Development (3 credits)
This is a research design training course, where students learn the purposes of research and theory, the steps of the research process, including developing a problem statement, conducting a literature review and choosing appropriate data collection and analysis methods. A brief research proposal will be an outcome of the course.

GTD 506 Quantitative and Qualitative Analysis in Technology and Development (3 credits)
A survey of the wide range of methodological approaches to research in development studies, with an emphasis on methods choices for particular research problems, and understanding and analyzing qualitative and quantitative data.

GTD Area and Special Topic Courses (6 credits)
This series of courses varies by region and topics studied, but they all aim to apply the concepts, theories and policies studied in the core seminars, 501 and 503, to a region of the world, or a particular facet of development. One of the courses taken in this area must be a course on a region of the world. There are often, in addition to the courses listed below, new special topics courses offered each year.

GTD 507 Technology and Development in the Middle East (3 credits)
GTD 508 Technology and Development in Latin America (3 credits)
GTD 509 Technology and Development in North Africa (3 credits)
GTD 510 Technology and Development in Sub Saharan Africa (3 credits)
GTD 504 Technology and Development in Zones of Conflict (3 credits)

Technology and Development – Restricted Electives (6 credits)
There is a wide range of course options to fulfill these restricted electives, offered online by departments across the University. Each semester a list will be provided of approved courses in this category.

Capstone Requirement (6 credits)
GTD students in the on campus program have a choice of three different pathways to complete the degree: a thesis, applied project or the comprehensive exam. All options require a faculty committee, made up of at least three faculty members, two of whom, including the chair, must be from SFIS faculty. The faculty committee is chosen by the student, who then asks the potential committee members if they are available and would be willing to serve on the committee. The student works most closely with the committee chair, and it is important that the there is a good fit in terms of areas of interest and research.

This information must be entered, via myASU, in the online Interactive Plan of Study (iPOS) for graduation. Students are encouraged to select their faculty committee within the first two semesters in the program. The iPOS may be amended at any time.

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<tr>
<td>Technology &amp; development restricted electives</td>
<td>6</td>
</tr>
<tr>
<td>Regional/Area studies electives</td>
<td>6</td>
</tr>
<tr>
<td>Research methods/analysis</td>
<td>6</td>
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<tr>
<td>Thesis or applied project, or two more courses if comprehensive exam elected</td>
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<td><strong>Total: 30</strong></td>
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Thesis (6 credits)
A thesis is a written paper that students receive credit for, and must complete before graduation. This document includes an introduction to a problem or question, literature review, and methodology; followed by research and a conclusion. The process includes a defense in front of a three-person committee of the thesis proposal (normally the first three chapters), as well as a defense of the final research and written document. Topics for a thesis must be relevant to the subject areas of Global Technology and Development, and therefore must address in some way the global context, the factor of technology, and social, economic, cultural or political development.

Applied Project (6 credits)
An applied project is a project that must be completed and documented before graduation. In the applied project the student selects a problem and creates a project as a solution to that problem. Similarly to the thesis paper students must introduce the problem, conduct a relevant literature review, explain the methodology, and evaluate the implemented project — all in a written document. Applied Projects must be relevant to the subject areas of Global Technology and Development, and therefore must address in some way the global context, the factor of technology, and social, economic, cultural or political development.

Procedure for Theses and Applied Projects
- Select supervisory committee (3 members total) – Faculty Chair and at least one other member must be from the GTD faculty list.
- Submit the Prospectus – In order to register for GTD 593 creditors must provide a two page prospectus of their idea and the name of a faculty member who agrees to work with them as Faculty Chair. Complete the Applied Project or Thesis Proposal Form – GTD 593 or GTD 599 (see Appendix A). Submit the form and the two page prospectus to the Faculty Chair for approval. Once the Faculty Chair approves the prospectus, he/she will indicate on the form the term and year that the student needs to register for GTD 593 or GTD 599. The completed form and prospectus are submitted to the SFIS Graduate Program Advisor so a registration permission can be entered into the system to allow the student to register for the appropriate course in the appropriate term.
- Develop with Faculty Chair the thesis or applied project proposal – The first three draft chapters of your final document will include an introduction, literature review, and methodology — all covered in GTD 505.
- Schedule a proposal defense with Faculty Chair and rest of the supervisory committee – The student defends the proposal in order to gain approval and feedback to complete the rest of the thesis or project.
- Complete the research, project or final document.
- Schedule with the chair the thesis or applied project final defense – When the thesis or applied project document is complete, the student should fill out Permission to Schedule GTD Final Thesis or Applied Project Defense form (see Appendix A). Once the Faculty Chair has completed his/her part and signed the form, it should be submitted to the SFIS Graduate Program Advisor. The SFIS Graduate Program Advisor will work with the student and committee to reserve a room for the final thesis defense.
- Students must allow time for revisions before the defense, and are responsible for keeping track of all Graduate College requirements such as format, review and submission (required for thesis only) deadlines. Generally, one should plan to have a complete draft of the document to the committee chair at least one month before the final date to schedule a thesis defense (see Graduate Education deadlines).
- See the information on page 17 covering the final steps to complete the Thesis or Applied Project.

NOTE: Defenses are normally scheduled during the academic year only (August to May). Only by committee approval and faculty availability will a summer defense be allowed.

Comprehensive Exam
Students may elect to take a comprehensive examination to fulfill their final capstone requirement for the master's degree. With this option students are still required to complete the research courses (statistics and methodology), as well as two additional, approved elective classes. The comprehensive exam does not award credit. It is a written and oral examination comprised of questions designed by the student's faculty committee, and is based on all of the coursework. The written component is normally a two week take home exam, given in two parts, consisting of general global technology and development issues, including research dimensions; the second part includes more specialized questions designed by the student's faculty committee, based on selected elective coursework. The written portion is followed by a scheduled oral defense with the faculty committee. Scheduling of the exam is done by the student and the faculty committee chair. Students must arrange for the exam with their chair by the first week of classes of the semester in which they wish to take the exam. Normally the exam takes around a month to complete.
Procedure for Comprehensive Exams

- Select supervisory committee (3 members total) – Faculty Chair and at least one other member must be from the GTD faculty list.
- Submit the Prospectus – In order to move forward with comprehensive exams, students must provide a two page prospectus of why they have chosen the comprehensive exams and the name of a faculty member who agrees to work with them as Faculty Chair. Complete the **GTD Comprehensive Exam Proposal Form** (see Appendix A). Submit the form and the two page prospectus to the Faculty Chair for approval. Once the Faculty Chair approves the prospectus, the completed form and prospectus are submitted to the SFIS Graduate Program Advisor.
- Schedule the comprehensive exams with the Faculty Chair and rest of the supervisory committee – When the student is ready to take the exams they should submit the **Permission to Schedule GTD Comprehensive Exams** form (see Appendix A). Once the Faculty Chair has completed his/her part and signed the form, it should be submitted to the SFIS Graduate Program Advisor. The SFIS Graduate Program Advisor will work with the student and committee to reserve a room for the oral portion of exams.
- See the information on page 17 covering the final steps to complete the Comprehensive Exams.

ENROLLMENT

- Once admitted to a graduate degree program or graduate certificate program, students must be registered for a minimum of one credit hour during all phases of their graduate education, except for summer, unless that is the term in which they graduate. (This includes periods when students are engaged in research, working on or defending theses or dissertations, taking comprehensive examinations, taking Graduate Foreign Language Examinations, or in any other way utilizing university resources, facilities or faculty time).
- Registration for every fall semester and spring semester is required. Summer registration is required for completing culminating capstone experiences or graduating from the degree program.
- To maintain continuous enrollment the credit hour(s) must:
  - At least one semester hour of credit that appears on the **Plan of Study**;
  - At least one semester hour of appropriate graduate-level credit, for example: Research (592), Thesis (599), or Continuing Registration (595);
  - At least one hour of a graduate-level course.
- Courses with grades of "W" and "X" are not considered valid for continuous enrollment purposes.
- Students completing work for a course in which they received an "I" must maintain continuous enrollment during the time in which they are completing the work for that course.
- Students planning to discontinue enrollment for a semester or more must submit a **Request to Maintain Continuous Enrollment: Master’s and Certificate** (https://graduate.asu.edu/sites/default/files/maintain-continuous-enrollment-masters-certificate.pdf). Student may request for a maximum of two semesters during their entire program. The form, endorsed by the members of the student's supervisory committee and the Head of the Academic Unit, must be approved by Vice Provost for Graduate Education. This request must be filed and approved before the anticipated semester of non-enrollment.
- If the student fails to enroll for a fall or spring semester without an approved **Request to Maintain Continuous Enrollment Form**, the student is considered withdrawn from the university under the assumption that they have decided to discontinue their program.
- Students removed for this reason may reapply for admission to resume their degree program.
- There will not be any special considerations for the new application -- the application for re-admission will be evaluated against the pool of current applications for that year and re-admission is NOT guaranteed.

**ENROLLMENT STATUS AND REQUIREMENTS**

<table>
<thead>
<tr>
<th></th>
<th>Full Time*</th>
<th>Half Time</th>
<th>Less Than Half Time</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Regular semester</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Graduate</td>
<td>9 or more hours</td>
<td>5-8 hours</td>
<td>4 or fewer hours</td>
</tr>
<tr>
<td><strong>Six-week summer session</strong></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Graduate</td>
<td>3 or more hours</td>
<td>2 hours</td>
<td>1 hour</td>
</tr>
<tr>
<td><strong>Eight-week summer session</strong></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Graduate</td>
<td>5 or more hours</td>
<td>3-4 hours</td>
<td>2 or fewer hours</td>
</tr>
</tbody>
</table>

* An audited course does not count for full-time enrollment.
** For enrollment verification purposes, "graduate assistant" is a generic term that includes teaching assistants, research assistants, teaching associates and research associates.

For financial aid eligibility, a student must register for at least 5 credit hours during each of the fall, spring and summer terms.
SUPERVISORY COMMITTEE on POS

- The Supervisory Committee consists of 3 faculty members.
- The Chair of the committee is the faculty mentor who is overseeing the student’s thesis, applied project, or comprehensive exams, and this person must be an ASU faculty member from the approved GTD faculty list.
- The second and third committee members must be ASU faculty members unless special permission for an outside reader is recommended and approved.
- ASU Adjunct Faculty may serve as committee members for master’s degree programs without any special approval process, but they may not serve as Chairs.
- If the student wishes to have someone on their committee who is not currently approved by Graduate Education, they will need to submit a Committee Approval Request form (see Appendix A), a memo explaining the importance of that person to the committee, and a current CV for that person to the Degree Program Chair requesting that the person be approved to serve on the committee.

NOTE: This information MUST be submitted at the same time as the original Plan of Study.

PLAN OF STUDY (POS)

- Each student must submit a Masters Degree Plan of Study (POS) for approval. A link to the student POS is provided through MyASU (http://my.asu.edu).
- After consultation with their Supervisory Committee Chair and the Graduate Advisor, the student should create and submit the online POS.
- The POS specifies the requirements that students must complete for their degree and is submitted and revised electronically via the online interactive POS system.
- In order to facilitate degree completion and shorten time to degree, graduate students with regular status must submit their POS by the time they have enrolled for 50 percent of the minimum credit hours required towards their degree program. For this degree program, you must submit your POS by the time you have enrolled for 15 credit hours.
- The POS should have a minimum of 30 credit hours, with exactly 12 credit hours for the four core courses (GTD 501, GTD 503, GTD 505 and GTD 506), 3 credit hours of GTD 592 Research or GTD 584 Internship, 15 credit hours of restricted electives.

TYPES OF COURSES USED ON THE POS

- 400 Level Coursework Credits
  A maximum of six credit hours of 400 level coursework may be used on an approved POS. 400 level courses taken prior to admission and/or graded as Pass/Fail cannot be included on a POS.
- Courses Used for Prior Degrees
  Students may not include on their Plan of Study any credit hours that have been applied towards a previously awarded degree.
- Pre-Admission Credits used towards degree
  Credit hours completed at ASU and/or another regionally accredited US institution or international institution officially recognized by that country, before the semester and year of admission to an ASU graduate degree program, are considered pre-admission credits.
  - With the approval of the degree program and the Graduate Education office, students may include a maximum of 12 graduate-level credit hours with grades of “B” or better that were not used towards a previous degree. Of the 12 credits, a maximum of 6 can be from another university. Preadmission credits must have been taken within three years of admission to the ASU degree program to be accepted.
  - Accelerated Bachelor’s/Master’s programs may use a maximum of 12 pre-admission credits which may include up to a maximum of 12 hours shared between the Bachelor’s and Master’s program. Students in accelerated programs should contact their advisor to ensure proper sharing of credit hours.
- Using Graduate Credits earned by Undergraduate Students towards a Graduate Degree
  Pre-admission credit hours earned in graduate-level courses (per Graduate Education policy) by ASU undergraduate students may count toward a graduate degree at ASU provided the credit hours have not been used toward a previously awarded degree. Prior to awarding a bachelor’s degree, ASU undergraduate students should contact their undergraduate advisor to set aside graduate courses for use toward a future graduate degree so that these courses do not count toward their undergraduate degree.
  - A maximum of 12 credit hours can be taken as an undergraduate and reserved for graduate credit.
  - ASU students enrolled in an approved Bachelor’s/Master’s degree program (commonly referred to as 4+1), may share ASU credit hours. Students must contact their ASU undergraduate advisor...
and graduate support staff to ensure proper sharing of credit hours. Students must successfully complete the undergraduate degree and be admitted to the respective graduate program prior to completing 12 credits of graduate coursework.

- An undergraduate degree and a graduate degree may not be awarded during the same term of enrollment.
- Students must apply, be admitted and registered as a graduate student to earn a master’s or doctoral degree at ASU.

**Transfer Credit used towards degree**
Transfer credits included in pre-admission credits are those accepted from another institution for inclusion on an ASU POS. Transfer credits must be from a regionally accredited US institution or an international institution officially recognized by that country. Official transcripts of any potential transfer credit for a POS must be sent directly to Graduate Enrollment Services at ASU from the Office of the Registrar at the institution where the credit was earned.

- Transfer hours may not exceed 20 percent of the total credit hours for a master's degree – for the GTD that equates to 6 credit hours. Only graduate level courses with grades of "A" (4.00) or "B" (3.00) taken within three years of admission to the ASU graduate degree program may be transferred. Transfer credits may not be applied toward the minimum degree requirements for an ASU degree if they have been counted toward the minimum requirements for a previously-awarded degree.
- Certain types of graduate credits cannot be transferred to ASU, including credits awarded (as follows):
  - By post-secondary institutions that lack candidate status or accreditation by a regional accrediting association.
  - For life experience.
  - For courses taken at non-collegiate institutions (e.g., government agencies, corporations, and industrial firms).
  - For courses, workshops, and seminars offered by other postsecondary institutions as part of continuing education programs.
  - For extension courses.

- Academic credits earned at other institutions that base their credit calculation on a different scale from ASU's are subject to conversion before inclusion on a POS. In all cases, the inclusion of transfer courses on a POS is subject to approval by the degree program and the Vice Provost for Graduate Education.

**Individual Course Grades**
Courses with grades of “D”, “E”, or “W” and audited courses (graded as “X”) cannot be included on an iPOS.

**Repeating ASU Courses**
Graduate students may retake any course at ASU, but all grades remain on the student transcript as well as in all GPA calculations.

**Incomplete Grades**
Student must submit the Incomplete Grade Request Form to the instructor of record for the course. The student must maintain continuous enrollment while completing the work for the incomplete. [http://students.asu.edu/forms/incomplete-grade-request](http://students.asu.edu/forms/incomplete-grade-request)

- According to University grading polices ([https://students.asu.edu/grades](https://students.asu.edu/grades)), a grade of “I” (incomplete) may be given by an instructor when a student is otherwise doing acceptable work but is unable to complete the course because of illness or other conditions beyond their control. Thus it is up to the instructor, but must be approved by the GTD Program Chair, and it is assumed that acceptable work means, approximately, at least 75% of the course completed. Incompletes must be completed with a calendar year; after that the “I” changes to an “E”. The student must complete a Request for Incomplete Form, available at the link above, and the instructor may set deadlines for the student to complete the work.

**Audit Classes**
Graduate students may register to audit one or more courses with the approval of the supervisory committee chair and the consent of the instructor involved. An audited course does not count towards the required credits for the POS, the minimum number of credits required for international students with visa restrictions, students employed as TA/RAs, or students receiving financial assistance.

**POS APPROVAL**
- The POS must be approved by the student's Supervisory Committee Chair, the Head of the Academic Unit, and the Vice Provost for Graduate Education. The POS becomes a contract between the University and the student that guides the student in completing degree requirements.
After submitting the POS online, the student should notify the SFIS Graduate Program Advisor that the POS is in the online system and ready for review.

After the student gets initial approval from the SFIS Graduate Program Advisor, the student should email the POS to the Supervisory Committee Chair for approval. This can be done via email containing a copy of the POS with a request to have the faculty members email their approval to the SFIS Graduate Program Advisor.

The SFIS Graduate Program Advisor will get the approval of the Head of Academic.

The SFIS Graduate Program Advisor will forward the online electronic version of the completed POS to Graduate Education for final approval.

**COMMITTEE CHANGES TO POS**

- Once the original POS has been approved by Graduate Education, the student will need to submit an online Committee Change request through the POS web site to officially add or change members of the supervisory committee.
- After submitting the online Committee Change Request, the student should notify the SFIS Graduate Program Advisor that the request is in the online system and ready for review.
- The student should send a copy of the Committee Change request page from the POS web site via email to the Supervisory Committee Chair and/or Co-Chairs requesting that they email their approval to the SFIS Graduate Program Advisor.
- The SFIS Graduate Program Advisor to get the approval of the Head of Academic Unit.
- The SFIS Graduate Program Advisor will forward the online electronic version of the Committee Change request to Graduate Education for final approval.

**NOTE:** Committee Approval Request forms and CVs for members not already approved to serve on master’s committees must be submitted and approved prior to submitting the online Committee Change request.

**COURSE CHANGES TO POS**

- Submit a Course Change request through the online POS system to remove courses from the POS that the student did not take and/or to add courses that the student did take that were not originally listed on the POS.
- After submitting the online Course Change Request, the student should notify the SFIS Graduate Program Advisor that the request is in the online system and ready for review.
- The student should send a copy of the Course Change Request page from the POS web site via email to the Supervisory Committee Chair requesting that they email their approval to the SFIS Graduate Program Advisor.
- The SFIS Graduate Program Advisor to get the approval of the Head of Academic Unit.
- The SFIS Graduate Program Advisor will forward the online electronic version of the Course Change request to Graduate Education for final approval.
COMPLETING THE GTD CAPSTONE

THESIS DEFENSE
If the student has selected a Thesis as the final capstone experience, the student should familiarize himself/herself with the procedures for completion of the degree.

*It is your responsibility to pay close attention to the deadlines from Graduate Education for completing your requirements!*

Thesis Defense Overview
Thesis defenses are open to all members of the university community and the general public. Defenses must be scheduled through MyASU at least 10 working days in advance of the defense date. It is expected that oral defenses will be held on an ASU campus during regular business hours in order to facilitate student, faculty, and public accessibility. Students must be physically present at the oral defense of their thesis.

All members of a student’s supervisory committee should be physically present with the student at the thesis defense. However, there are situations that may necessitate holding a defense with one or more committee members absent or attending remotely. In all cases at least 50% of the committee must be physically present. If a committee member cannot physically attend, they can tele/video conference, or appoint a substitute to attend in their place. The substitute should be a regular faculty member with the academic unit.

The supervisory committee chair must be physically present; if there are two co-chairs, one of them may tele/video conference if needed. In either case, please email the SFIS Graduate Program Advisor with the name of the tele/videoconferencing member or with the names of the member who will be absent and the faculty member who will attend as a substitute. This information must be submitted before the defense.

Scheduling a Defense and Format Review
**At least 10 working days prior to the planned defense of a thesis**, students schedule the defense through their MyASU. Students work with their supervisory committee and the academic unit’s graduate support staff to identify a suitable date and reserve a room.

Once the student and committee have identified a suitable defense date and reserved a building and room number, the student must schedule the defense through the “Defense” tab on MyASU. The request to schedule a defense must be submitted at least 10 working days before the planned defense date.

In the “Defense” tab click on “Schedule my defense” link that will take the student to the electronic schedule form. If the link does not appear on your My ASU, please verify that every item below has been completed and contact the SFIS Graduate Program Advisor should you need assistance:

- You must be defending a Thesis
- You must have an approved iPOS (no pending changes or petitions)
- You must have met all minimum 3.0 GPA requirements (iPOS and Graduate)
- You must have an approved full committee on the iPOS (no pending changes)
- You must be an active student and currently enrolled

Students must submit a complete draft of the thesis at least ten (10) calendar days before your defense date via email to gradformat@asu.edu. They should include the 10-digit ASU ID number on the document or in the email text.

Please note that it is expected there will be content revisions needed after receiving feedback from the supervisory committee. However, it is also expected that the document is ready to defend, meaning that there is full text in each section and you have utilized the Format Tool prior to submission to the format office.

The *Format Manual* ([https://graduate.asu.edu/format-manual](https://graduate.asu.edu/format-manual)) is a comprehensive guide to formatting a thesis, dissertation or equivalent document and it always overrides a Style Guide if the two conflict. Students must use the *Format Manual* to prepare their thesis. Questions regarding the *Format Manual* requirements should be directed to gradformat@asu.edu.

The Graduate Education’s Formatting Tool uses the *Format Manual* guidelines to generate a template into which you insert your document's text. The formatting tool is designed to help students with the basic format requirements such as margins and spacing, and greatly improves the format review process for students.
Prior to the defense, the supervisory committee chair will receive the official Report for Master's Thesis Defense (Pass/Fail) form from the Graduate Education Office.

After the Thesis Defense
The results of your defense must be recorded on the official Pass/Fail form by your committee. Please follow the steps outlined below in regards to your Pass/Fail form:

1. Ensure the Pass/Fail form has all the required signatures of your chair and all committee members
2. If the student has to make revisions to the thesis, there is a section at the bottom of the form for the chair to sign to confirm that all revisions have been completed
3. The student should make a copy of the form to keep
4. The original form must be submitted to the SFIS Graduate Program Advisor
5. Submission of the signed Report for Master's Thesis Defense form (commonly called the Pass/Fail form): Only the SFIS Graduate Program Advisor may email the Pass/Fail form to Graduate Education

UMI/ProQuest Submission
Students are required to submit a PDF version of the final thesis through UMI/ProQuest. The Graduate Education office requires that the PDF document is in compliance with the formatting standards presented in the format manual. Students will receive final format approval only after the submitted PDF document has successfully passed a format review.

The student must have completed the following before he/she can upload the thesis to ProQuest:
1. Signed Pass/Fail form submitted to Graduate Education (all revisions required by committee/chair must be completed at this point)
2. Receive approval from Graduate Education (Ready for ETD/ProQuest) to upload to ProQuest

REPORT OF FINAL CAPSTONE EXPERIENCE – APPLIED PROJECT – GTD 593
If the student has selected the Applied Project as the final capstone experience, the student must provide the Supervisory Committee with a copy of the written research document and the Report of Final Capstone Experience – GTD 593 – Applied Project form (see Appendix A).

It is your responsibility to pay close attention to the deadlines from Graduate Education for completing your requirements!

- The student fills in the form as follows:
  - Complete the student information at the top
    - Name of Student
    - 10 Digit ASU Affiliate ID#
    - Major = Global Technology and Development
  - Complete the information about the Applied Project
    - Enter the title of your Applied Project
    - Submission Date = the date of the final paper is submitted
  - Enter names of Committee Members
    - Type in the names of Committee Members under the appropriate committee position (chair = faculty chair for research project, member = second reader of final paper) as they appear on the approved Plan of Study
    - If the committee does not match the committee on the approved Plan of Study, including the position held by the committee member, the form will not be accepted
  - Enter name of Head of Academic Unit
    - Type in the name of Head of Academic Unit
    - The Head of Academic Unit is the Degree Program Chair if he/she is not the committee chair

- If the Degree Program Chair is the committee chair, the SFIS Associate Director for Programs will act as Head of Academic Unit
- If the SFIS Associate Director for Programs is the committee chair, the Degree Program Chair will act as Head of Academic Unit.
- The committee will assign rankings on the divisions within the grading rubric and assign a final grade. All committee members must sign the form.
- The form then goes to Head of Academic Unit for final evaluation and signature.
• Submit the completed form and the final Applied Project Document to the Graduate Program Advisor who will submit the final results.

COMPLETING THE COMPREHENSIVE EXAMS
If the student has selected Comprehensive Exams as the final capstone experience, the student must provide the Faculty Chair with the Report of Final Capstone Experience – GTD Comprehensive Exams form (Appendix A) prior to beginning the exams.

*It is your responsibility to pay close attention to the deadlines from Graduate Education for completing your requirements!*

• The student fills in the form as follows:
  o Complete the student information at the top
    ▪ Name of Student
    ▪ 10 Digit ASU Affiliate ID#
    ▪ Major = Master of Science
    ▪ Major = Global Technology and Development
  o Enter the dates for submission of the written exam and the date of the oral exam.
  o Enter names of Committee Members
    ▪ Type in the names of Committee Members **under the appropriate committee position** (chair = faculty chair for research project, member = second reader of final paper)
      -- **as they appear on the approved Plan of Study**
    ▪ If the committee does not match the committee on the approved Plan of Study, including the position held by the committee member, the form will not be accepted
  o Enter name of **Head of Academic Unit**
    ▪ Type in the name of **Head of Academic Unit**
    ▪ The **Head of Academic Unit** is **the Degree Program Chair if he/she is not the committee chair**

• If the **Degree Program Chair** is the committee chair, the **SFIS Associate Director for Programs** will act as **Head of Academic Unit**
• If the **SFIS Associate Director for Programs** is the committee chair, the **Degree Program Chair** will act as **Head of Academic Unit**.
• The committee will assign rankings on the divisions within the grading rubric and assign a final grade. All committee members must sign the form.
• The form then goes to **Head of Academic Unit** for final evaluation and signature.
• Submit the completed form and the final Advanced Research Project Document to the Graduate Program Advisor who will submit the final results.
MOVING TOWARDS GRADUATION

REGISTRATION DURING GRADUATION SEMESTER
Students are required to register for at least one semester hour of credit that appears on the POS or one hour of appropriate graduate-level credit during the fall, spring or summer session in which they complete their culminating experience.

REVIEW POS FOR ACCURACY
Each student will need to review his/her POS against their current ASU transcript at the beginning of the last academic term. Any changes necessary to make the POS match the official transcript should be done through the iPOS link in MyASU (http://my.asu.edu).

APPLY FOR GRADUATION
Apply for graduation and pay the graduation fee. From My ASU, select the Graduation tab from My Programs and follow the online instructions. A credit card is required to complete your application. If application for graduation is made after the deadline, the student will be assessed a late fee.

<table>
<thead>
<tr>
<th>If you are graduating in.....</th>
<th>Your deadline is.....</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>October 1</td>
</tr>
<tr>
<td>Spring</td>
<td>February 15</td>
</tr>
<tr>
<td>Summer</td>
<td>July 15</td>
</tr>
</tbody>
</table>

- If application deadline falls on a weekend or holiday, the deadline will be extended to the next business day.
- To ensure that your name appears in the ASU commencement book and to avoid paying a late fee, the application must be received by the appropriate deadline.
- Summer graduate names appear in the Fall commencement book.

If you are not able to apply online:
- **Apply in person.**
  o Print and complete the Application for Graduation.
  o Pay all graduation fees at any University Cashier’s Office
  o Complete the Graduation Survey.
  o Submit completed application, payment receipt and completed graduation survey to the University Registrar Services
- **Apply by mail.**
  o Print and complete the Application for Graduation.
  o Mail the completed application and applicable payment to the address listed on the application.

Students that apply for graduation will not be eligible to register for subsequent semesters without being admitted to a new degree program. Students that wish to change their graduation semester after they have applied must contact the graduation office and must re-apply for graduation for their new intended semester of graduation prior to the conferral date of their original graduation semester.

**Your Application Status**—Check your application status from your MyASU page. Your status will be one of the following:

- **Applied:** Your application for graduation has been received and is being processed. If your application cannot be processed your status will change to either denied or withdrawn and you will be notified by email. Review your Degree Audit Report or your Plan of Study regularly to ensure that all requirements will be met. Unless you are denied or withdrawn, your status will appear as applied until your degree is posted, which occurs approximately 4-6 weeks after the degree conferral date.

- **Denied:** Your application for graduation has been denied because you will not meet one or more degree requirements by the degree conferral date. Review your Degree Audit Report or Plan of Study and contact either your academic advisor or department chair to review your degree requirements and discuss your options.

- **Withdrawn:** Your application for graduation has been withdrawn because you have not completed all coursework (including incompletes) and degree requirements listed on your Degree Audit or Plan of Study by the degree conferral date. Review your Degree Audit Report or Plan of Study and contact either your academic advisor or department chair to review your degree requirements and discuss your options.
COMPLETE ALL DEGREE REQUIREMENTS
Students must complete all degree requirements in a timely manner. Final grades must be posted and all required forms and evaluations must be submitted to meet the deadlines for graduation. Refer to Graduate Education Graduation Deadlines (http://graduate.asu.edu/graddeadlines.html).
ACADEMIC STANDARDS

SATISFACTORY PROGRESS
Student progress through the M.S. in Global Technology and Development program is assessed annually or semi-annually at the end of the fall or spring semester. The standard for satisfactory progress is completion of all course requirements with an overall graduate GPA maintained of at least a 3.0/4.0, no more than 2 incompletes in a one year period, and the student is on track to complete their capstone requirement within the six year time limit for the completion of a master’s degree at ASU.

If, in the progress review, the faculty determines any deficiency in a student’s progress or performance, a letter will be sent to the student, which will outline a required course of action. These requirements might include completing Incompletes (see Incomplete Policies below), raising the GPA, or beginning the Capstone, for instance. If the student does not comply with the requirements, the student may be recommended for Dismissal to Graduate Education. Only the Vice Provost for Graduate Education or her/his designee can dismiss a student from their graduate program. This dismissal may be appealed if done within 10 days of when the Recommendation for Dismissal has occurred. Students may also voluntarily withdraw at this point to avoid having a Dismissal on their records. The full description of ASU Graduate Education rules and procedures for Dismissals can be found at: http://graduate.asu.edu/faculty_staff/policies.

ANNUAL REVIEW OF PROGRESS
All students must submit an annual review of progress towards degree. The SFIS Graduate Program Advisor will send out a form and instructions during the spring semester. The deadline to submit the annual review is the last day of spring semester.

PROBATION
Students can be placed on probation for a variety of reasons including:
- Failure to maintain continuous enrollment
- Failure to maintain Plan of Study, Graduate and Cumulative GPAs of 3.0 or higher
- More than two Incomplete grades within a 12 month period
- Failure to meet degree program deadlines described above in Satisfactory Progress and Steps Toward Degree
- Less than satisfactory academic performance as described above in Satisfactory Progress
- Inadequate progress in their Applied Project and Internships as indicated by their Applied Project Faculty Mentor or their Internship Site Supervisor

Students should take being placed on probation as a strong warning that their continuing status in the program is in jeopardy unless corrective action is taken. Students are placed on probation by the Degree Program Chair following his/her own evaluation or following a recommendation by the student’s supervisory committee.

If initiated by the supervisory committee, the recommendation for probation including the following information will be specified in a memo to the Degree Program Chair by the major professor in consultation with the supervisory committee.
- The reason(s) for the probation -- policy or policies the student is in violation of
- The conditions of the probation -- remedy or remedies for getting out of probation
- The time frame for meeting the conditions -- specific, clear dates and times
- The consequences of not meeting the conditions -- including a statement that the student may be recommended for withdrawal from the degree program if the conditions are not met by the given time frame

Students who are placed on probation due to the Plan of Study and/or Graduate GPA(s) dropping below 3.0 must raise the GPAs to 3.0 or better by the semester following the semester in which the student was placed on academic probation.

The Degree Program Chair can also initiate probation, if the evaluation of the Degree Program Chair differs from the major professor’s or if other circumstances merit this action. Notification of probation and its conditions will then be conveyed to the student in a letter from the Degree Program Chair that will also be copied to the major professor and members of the supervisory committee.
The student may appeal this action is writing to the Degree Program Chair within 10 days of the written notification. Appeals should be based on unusual circumstances, hardships, or error in the student’s record. Any supporting documents from the student’s major professor and supervisory committee should be included.

The student will be removed from probation if he/she satisfies the conditions of the probation by the deadlines. The student will then be considered in good standing. Failure to satisfy a condition by the deadline will result in the actions specified in the original probationary letter. These actions can include cessation of any financial support or dismissal from the program. If the latter actions are pursued, the student will be notified in writing by the Degree Program Chair and will have 10 days to appeal the decision in writing. The student will be notified in writing of the final decision. Upon recommendation from the Degree Program Chair, the Vice Provost for Graduate Education can withdraw a student who is not progressing satisfactorily.

Graduate students who have been withdrawn from a graduate program at ASU due to lack of satisfactory academic progress are eligible to apply for admission to the same program only after one year from the term of the withdrawal.
MAXIMUM TIME LIMIT FOR DEGREE PROGRAMS

According to the Graduate Catalog the maximum time to complete a Master’s degree is defined as follows:

- All work toward a master’s degree must be completed within six consecutive years. The six years begins with the semester and year of admission to the program. Graduate courses taken prior to admission that are included on the Plan of Study must have been completed within three years of the semester and year of admission to the program.
- Continuous enrollment would be required for the duration of the degree seeking period.

IMPORTANT REMINDERS

QUESTIONS
If students ever have questions or doubts about anything................. please ask. Students should consult with the Faculty Mentor, the Degree Program Chair, or the Graduate Program Advisor.

And remember that Graduate Education web site offers all kinds of resources for graduate students. Bookmark their website!

POLICIES and DEADLINES

We have listed the policies and deadlines for your milestones in this handbook. But remember that things can change and the final word comes from Graduate Education. We suggest you also bookmark these and check frequently for any updates:

- The Graduate Catalog -- http://catalog.asu.edu/
- Graduate Education Policies and Procedures -- https://graduate.asu.edu/policies-procedures
- The Current Students page on Graduate Education web site -- https://graduate.asu.edu/
- Graduation Deadlines and Procedures -- https://graduate.asu.edu/completing-your-degree

Students can also contact a staff member in the Graduate Enrollment Services Office at (480) 965-6113.

STAY CONNECTED

Students in the M.S. in Global Technology and Development have the advantage of expanded networking possibilities due to the fact that there is a campus-based program as well as the completely online version. This handbook is for Campus-based students, however there are several social media sites that campus and online GTD students both join, making connections around the world.

GTD Facebook Page (official): http://www.facebook.com/globaltechnologydevelopmentasu

GTD Facebook Page (admitted students): https://www.facebook.com/groups/gtdasu/

Linked In Page: https://sls.asu.edu/sites/default/files/images/gtd/linkedin_group.png
APPENDIX A: FORMS

- Applied Project or Thesis Proposal Form – GTD 593 or GTD 599
- GTD Comprehensive Exam Proposal Form
- Permission to Schedule GTD Final Thesis or Applied Project Defense
- Permission to Schedule GTD Comprehensive Exams
- Report of Final Capstone Experience – GTD 593 – Applied Project
- Report of Final Capstone Experience – GTD Comprehensive Exam Assessment Form
STUDENT: This form must be completed (fill in all form fields) and given to the Faculty Chair listed on the Plan of Study, along with a two page prospectus (see below), prior to the deadline for registration for the session in which the student wishes to register for thesis or applied project credit. NOTE: This does not take the place of the full thesis or project proposal which must be defended orally with supervisory committee before the research or project can be completed.

FACULTY CHAIR: Submit completed and approved form with prospectus to the Graduate Program Advisor in the School for the Future of Innovation in Society, andra.williams@asu.edu.

<table>
<thead>
<tr>
<th>LAST NAME</th>
<th>FIRST NAME</th>
<th>M.I.</th>
<th>DATE (00/00/0000)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASU AFFILIATE ID (10-DIGIT)</td>
<td>ASU EMAIL ADDRESS</td>
<td>ALTERNATE EMAIL ADDRESS</td>
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<tr>
<td>LOCAL ADDRESS</td>
<td>CITY</td>
<td>STATE</td>
<td>ZIP</td>
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<tr>
<td>DATE PLAN OF STUDY WAS APPROVED</td>
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<tr>
<td>(Approved Plan of Study must be on file with the Graduate College before the student begins HSD 593)</td>
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</tr>
<tr>
<td>GRADUATE COURSEWORK GPA</td>
<td>PLAN OF STUDY GPA</td>
<td>COURSE CREDIT HOURS COMPLETED TOWARDS DEGREE</td>
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</tbody>
</table>

Write a two page prospectus outlining the proposed thesis or applied project. In general, it should contain:

- A problem
- Problem background
- Significance of the problem
- A purpose statement (The purpose of this research or research proposal is to…..)
- Literature review (preliminary, can be annotated bibliography)
- Methods (Thesis: How will you collect your data? What is the overall design?) (Applied Project: what will you create? How will you create it? What problem does it solve?)

Semester, Session and Year for registration:

NOTE: The Faculty Chair who is overseeing your research or project should be listed as the Chair on your approved Plan of Study.

Faculty Chair Name: □ Approved □ Disapproved

Faculty Mentor Signature ___________________________________________ Date __________________

Head of Academic Unit Name: □ Approved □ Disapproved

Head of Academic Unit Signature _____________________________________ Date __________________

Return completed form to the Graduate Program Advisor in the School for the Future of Innovation in Society. 7/2015
GTD COMPREHENSIVE EXAM PROPOSAL FORM

STUDENT: This form must be completed (fill in all form fields) and given to the Faculty Chair listed on the Plan of Study, along with a 1-2 page prospectus (see below), at least one session, or 7 weeks prior to the session that the student wishes to take the comprehensive exam. The exam normally takes 1-2 weeks, including take home written and oral portions in front of the supervisory committee.

FACULTY CHAIR: Submit completed and approved form with prospectus to the Graduate Program Advisor in the School for the Future of Innovation in Society, andra.williams@asu.edu.

STUDENT INFORMATION

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</table>

Write a two page prospectus explaining your reasons for choosing to do a comprehensive exam. How will this exam help you to synthesize the material studied during your GTD program? While part of the exam will focus on theories and concepts from the GTD core courses, including the research courses, part of it will be customized to your area of interest. How would describe your main area of focus within GTD, based on the elective courses you have chosen?

If you already have your two additional faculty members for the supervisory committee, please indicate who they will be:

________________________________________________________________________________________

NOTE: The Faculty Chair who is overseeing your comprehensive exams should be listed as the Chair on your approved Plan of Study.

Faculty Chair Name: □ Approved □ Disapproved

Faculty Mentor Signature ____________________________ Date _______________

Head of Academic Unit Name: □ Approved □ Disapproved

Head of Academic Unit Signature ____________________________ Date _______________

Return completed form to the Graduate Program Advisor in the School for the Future of Innovation in Society. 7/2015
PERMISSION TO SCHEDULE
GTD FINAL THESIS OR APPLIED PROJECT DEFENSE

☐ Applied Project – GTD 593  ☐ Thesis – GTD 599

STUDENT: When the student is ready to schedule the final thesis or applied project defense, this form must be completed (fill in all form fields) and given to the Faculty Chair listed on the Plan of Study. Work with Faculty Chair and Committee on a day and time to hold the defense.

FACULTY CHAIR: Submit completed and approved form to the Graduate Program Advisor in the School for the Future of Innovation in Society, andra.williams@asu.edu.

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<th>COURSE CREDIT HOURS COMPLETED TOWARDS DEGREE</th>
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<td>POS VERIFIED AGAINST TRANSCRIPT FOR ACCURACY:</td>
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CORE COURSES (12 credits)

<table>
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<tr>
<th>Course</th>
<th>Term/Session/Year Taken</th>
<th>Grade</th>
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<td>GTD 501</td>
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<td>GTD 503</td>
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<td>GTD 505</td>
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<td>GTD 506</td>
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AREA & SPECIAL TOPIC COURSES (6 credits) (select the ones that apply)

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<tr>
<th>Course</th>
<th>TERM/SESSION/YEAR TAKEN</th>
<th>Grade</th>
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TECHNOLOGY & DEVELOPMENT RESTRICTED ELECTIVES (6 credits)

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<th>Course</th>
<th>TITLE</th>
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<th>Grade</th>
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CAPSTONE COURSE (6 credits) (select the one that applies)

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<th>Course</th>
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<td>Applied Project</td>
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<tr>
<td>GTD 599</td>
<td>Thesis</td>
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DAY AND TIME FOR FINAL DEFENSE:

NOTE: The Faculty Chair who is overseeing your thesis or applied project should be listed as the Chair on your approved Plan of Study.

Faculty Chair Name: ☐ Approved ☐ Disapproved

Faculty Mentor Signature ___________________________________________ Date __________________

Head of Academic Unit Name: ☐ Approved ☐ Disapproved

Head of Academic Unit Signature _____________________________________ Date __________________

Return completed form to the Graduate Program Advisor in the School for the Future of Innovation in Society.

7/2015
STUDENT: When the student is ready to schedule the comprehensive exams, this form must be completed (fill in all form fields) and given to the Faculty Chair listed on the Plan of Study. Work with Faculty Chair and Committee on a day and time to schedule the oral exam.

FACULTY CHAIR: Submit completed and approved form to the Graduate Program Advisor in the School for the Future of Innovation in Society, andra.williams@asu.edu.

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POS VERIFIED AGAINST TRANSCRIPT FOR ACCURACY: ☐

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<td>GTD 503</td>
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<td>GTD 506</td>
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AREA & SPECIAL TOPIC COURSES (6 credits)
(select the ones that apply)

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TECHNOLOGY & DEVELOPMENT RESTRICTED ELECTIVES (6 credits)

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<th>TITLE</th>
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<th>Grade</th>
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ELECTIVE COURSES (6 credits)

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<th>Course</th>
<th>TITLE</th>
<th>Term/Session/Year Taken</th>
<th>Grade</th>
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</thead>
</table>

DAY AND TIME FOR SUBMISSION OF WRITTEN EXAM:
DAY AND TIME FOR ORAL EXAM:

NOTE: The Faculty Chair who is overseeing your comprehensive exams should be listed as the Chair on your approved Plan of Study.

Faculty Chair Name: ☐ Approved ☐ Disapproved

Faculty Mentor Signature ___________________________ Date _______________

Head of Academic Unit Name: ☐ Approved ☐ Disapproved

Head of Academic Unit Signature ___________________________ Date _______________

Return completed form to the Graduate Program Advisor in the School for the Future of Innovation in Society. 7/2015
**REPORT OF FINAL CAPSTONE EXPERIENCE**  
GTD 593 - APPLIED PROJECT

ARIZONA STATE UNIVERSITY

**STUDENT:** This form must be completed (fill in all form fields) and brought to the final oral defense of the Applied Project.

**FACULTY CHAIR:** Submit completed and approved form with Final Capstone Project to the Graduate Program Advisor in the School for the Future of Innovation in Society, andra.williams@asu.edu.

<table>
<thead>
<tr>
<th>NAME OF STUDENT (Last name, first name, middle initial)</th>
<th>10 DIGIT ASU AFFILIATE ID#</th>
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<tbody>
<tr>
<td>Master of Science</td>
<td>Global Technology and Development</td>
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<th>ADVANCED RESEARCH PROJECT TITLE</th>
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<th>AREAS OF PERFORMANCE</th>
<th>5 Excellent</th>
<th>4 Good</th>
<th>3 Satisfactory</th>
<th>2 Poor</th>
<th>1 Unsatisfactory</th>
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<tbody>
<tr>
<td>1. Identification and Framing of Global Technology and Development Problem/Issue</td>
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<tr>
<td>2. Application of Appropriate/Relevant Methods</td>
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<tr>
<td>3. Development and Evaluation of Data and Recommendations</td>
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<td>4. Written Communication of Project Results</td>
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<tr>
<td>5. Oral Communication of Project Results</td>
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**FINAL LETTER GRADE ASSIGNED TO CAPSTONE:** ______________

<table>
<thead>
<tr>
<th>NAMES OF COMMITTEE as they appear on approved POS</th>
<th>SIGNATURES</th>
<th>APPROVED</th>
<th>NOT APPROVED</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHAIR (or Co-Chair)</td>
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<tr>
<td>CO-CHAIR (if applicable)</td>
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<tr>
<td>MEMBER</td>
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<tr>
<th>NAME OF HEAD OF ACADEMIC UNIT</th>
<th>SIGNATURE</th>
<th>APPROVED</th>
<th>NOT APPROVED</th>
<th>DATE</th>
</tr>
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</table>

SFIS Internal Evaluation Form – Report of Final Capstone Experience – GTD 593  
July 2015
# REPORT OF FINAL CAPSTONE EXPERIENCE

**GTD COMPREHENSIVE EXAM**

**ARIZONA STATE UNIVERSITY**

**STUDENT:** This form must be completed (fill in all form fields) and brought to the final oral portion of the comprehensive exam.

**FACULTY CHAIR:** Evaluate the student on both written and oral exams. Submit completed and approved form to the Graduate Program Advisor in the School for the Future of Innovation in Society, andra.williams@asu.edu.

<table>
<thead>
<tr>
<th>NAME OF STUDENT (Last name, first name, middle initial)</th>
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</thead>
<tbody>
<tr>
<td>Master of Science</td>
<td>Major Global Technology and Development</td>
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<table>
<thead>
<tr>
<th>Date the Written Portion of Exam was Submitted</th>
<th>Date of the Oral Exam</th>
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## COMPREHENSIVE EXAM EVALUATION CHART

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<th>4</th>
<th>3</th>
<th>2</th>
<th>1</th>
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<tbody>
<tr>
<td>1. Demonstration of knowledge of Global Technology and Development core theories and concepts</td>
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<tr>
<td>2. Application of Research Design concepts</td>
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<tr>
<td>3. Identification and analysis of a specific area of interest within GTD</td>
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<tr>
<td>4. Written Communication</td>
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<tr>
<td>5. Oral Defense of Written Exam and Committee Questions</td>
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**FINAL LETTER GRADE ASSIGNED TO CAPSTONE:**

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