



# Master of Science and Technology Policy (MSTP) Graduate Student Handbook

<https://sfis.asu.edu/degree-programs/masters-programs/mstp/>

Welcome to the Master of Science and Technology Policy (MSTP) degree program! The program is administered by the School for the Future of Innovation in Society (SFIS). 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, please consult the program advisors.

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## WELCOME



*Welcome to one of the most innovative Master's programs on science and technology policy in the US! Whether you're new to the program or a returning student, we're excited to have you as part of the SFIS family.*

*We are living in unprecedented times – cutting edge science is transforming our understanding of our universe, while technologists, engineers and entrepreneurs are turning the seeming impossible into reality at breakneck speed; all at a time when society is undergoing radical transformations around the world. As these trends converge, intertwine and feed off each other, it's never been more important to have leaders who can help navigate institutions and organizations toward a responsible, sustainable future that serves every sector of society.*

*The MSTP program is designed to provide you with the knowledge and skills you need to excel in the emerging world of science and technology policy, and to develop a rewarding and impactful career. We're thrilled to have you as part of the program, and very much look forward to working with you.*

*Welcome to the future!*

*Kathleen Vogel, Interim Degree Program Chair, Master of Science and Technology Policy Program*

# WHAT IS THE MASTER OF SCIENCE AND TECHNOLOGY POLICY?

## **MISSION: To help ensure science and technology make the world a better place**

The Master of Science and Technology Policy program is committed to training future policy makers, analysts and influencers to help build a better future for everyone; by bringing unique skills and perspectives to emerging science and technology-related challenges.

## **PROGRAM DESCRIPTION**

In the Master of Science and Technology Policy (MSTP) program, we uniquely prepare our graduates to have an impact in today's technologically and socially complex world through advanced public, non-profit or private sector careers in science and technology policy and related fields. Drawing on some of the world's leading experts and innovative thinkers, the program trains our students to tackle a variety of complex issues ranging from energy security, critical infrastructure, and public health, to the socially responsible and beneficial development and use of new and emerging technologies. The program is an accelerated one year, cohort-based program suited to students from any academic discipline, as well as early to mid-career professionals, interested in making sure that science and technology serve society through responsive and effective policy development and implementation.

Students will acquire the following knowledge and skills:

- Basic concepts underlying science and technology policy, including key factors driving the need for innovation in science and technology policy approaches;
- Trends in emerging and converging technologies, and the policy challenges and opportunities they present;
- Key political and policy processes across jurisdictions and sectors;
- Theories, tools and methods that are core to effective science and technology policy;
- The significance and importance of multi-stakeholder engagement, including citizen engagement;
- Essential communication modes and techniques; and professional skills that include effective networking and cross-disciplinary collaboration.

## **CAREERS**

The MSTP program prepares graduate students for careers in science and technology policy in government, non-governmental organizations, the corporate sector, and higher education. The program focuses on translatable skills that put its graduates at the forefront of 21st century science and technology policy, and provide them with unique insights into emerging challenges and opportunities. Alumni of the program are pursuing successful careers in governmental departments, industry, and non-government organizations.

## **VALUES**

The MSTP degree is a competencies-based program that is committed to student success. Program courses and other required elements are aligned with the program's core competencies, and reviewed regularly. The program is committed to supporting all students in achieving their potential and goals, and supporting them in their career paths. The program faculty and staff are fully committed to helping ensure a safe and welcoming environment that values respect, civility, and diversity; and that is free of discrimination, harassment, and all forms of behavior that lead to a hostile environment.

## **CORE COMPETENCIES**

The MSTP program is built on providing students with a core set of competencies – skills, abilities, knowledge, and understanding – that equip them for pursuing career pathways that involve science and technology policy. These reflect foundational understanding of policy-relevant history, processes, and institutions, as well as an awareness and understanding of emerging challenges, opportunities, and ways of thinking. They also address practical and professional skills that are important to working within the domain of science and technology policy.

These are the program's core competencies that every student should have on graduating; program participants will develop additional competencies on top of these through core and elective courses.

On graduating, MSTP students should be able to:

1. Discuss the nature of national and global science and technology policy-making in a pluralistic, democratic society.

2. Explain key concepts and tools in forward-looking, innovative and socially responsive science and technology policy analysis, formulation and implementation.
3. Discuss emerging trends in science and technology, and describe key approaches to understanding and responding to the challenges and opportunities they present.
4. Discuss the political and policy processes by which science and technology policies are proposed, developed, and implemented at the international, federal, and state, and municipal level.
5. Apply commonly used policy analysis and development tools and methodologies.
6. Utilize various types of policy documents and their purpose.
7. Rapidly synthesize and draw coherent insights from multiple sources of information, and communicate the essential points clearly and concisely to a non-expert audience.
8. Write clear, logically constructed, well-reasoned and persuasive policy memos, white papers, and briefing documents.
9. Identify and engage with key experts in the process of developing and implementing science and technology policy.
10. Describe the importance of being able to collaborate with multiple stakeholders, and actors who may hold different beliefs, perspectives and expectations to you.

## **ALUMNI - WHERE ARE THEY AND WHAT THEY ARE DOING?**

Science and technology policy professionals are in high demand across sectors and industries, including business, think tanks, nongovernmental organizations, international organizations, as well as local, state and federal government. Skills in policy analysis and the policymaking process are valuable to businesses and institutions that deal with science and technology policy issues.

Graduates of the Master of Science and Technology Policy program go on to pursue a variety of careers. For example:

- editor of a science and technology-focused magazine or journal
- environmental protection specialist
- government program administrator
- information technology specialist in the federal government and private sector
- intelligence analyst on science and technology threats
- official at U.S. Patent and Trademark Office
- regulatory policy analyst
- science and technology research analyst, program or policy analyst, or legislative analyst
- science, technology or health care policy advisor
- smart cities program manager

## SCHOOL FOR THE FUTURE OF INNOVATION IN SOCIETY (SFIS)



### 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 ago 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 making 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 making 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 faculty have an extraordinary record that fully embraces the design aspirations of the New American University and the ASU Charter. 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 programs prepare 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 domestic and global settings. Our undergraduate programs prepare a great variety of students to succeed in creating futures that are for everyone.

~ Kathleen Vogel, SFIS Interim Director

### ORGANIZATION OF SFIS

- **Interim Director**  
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- **Interim MSTP Degree Program Chair**  
Kathleen Vogel – [Kathleen.Vogel@asu.edu](mailto:Kathleen.Vogel@asu.edu) – 480-727-6579
- **MSTP Program and Application Review Committee**  
The MSTP program committee (“the committee”) is responsible for advising the program chair on the execution of the program, providing input and advice on substantive programmatic development and changes, providing support and advice to the program chair and others on recruitment strategies and activities, evaluating applications, and contributing to programmatic reviews.  
Current Members:
  - Kathleen Vogel, SFIS Professor and MSTP Degree Program Chair
  - Lisa Margonelli – SFIS Professor of Practice
  - Lindsay Smith – SFIS Assistant Professor
  - Heather Ross – SFIS Clinical Assistant Professor
- **MSTP Graduate Program Academic Advisor**  
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## STUDENT RESPONSIBILITIES

### PURPOSE OF THE HANDBOOK

Beginning July 1, 2020, the School for the Future of Innovation in Society is part of the College of Global Futures. As the various processes and programs in the School are aligned with the College there are likely to be changes in the policies and details outlined in this Handbook. Please do be on the lookout for revisions in this Handbook over the next year.

The handbook provides an overview of the policies and procedures for students in the MSTP degree program. It serves as an initial resource to give guidance and to answer questions, but students are also encouraged to consult with their faculty mentor/advisor, the Degree Program Chair, or the MSTP Graduate Program Academic Advisor. The primary references for graduate students on rules and regulations are the Arizona State University Academic Catalog available at <https://catalog.asu.edu/> and the Graduate College Policies and Procedures Manual available at [https://graduate.asu.edu/sites/default/files/asu-graduate-policies-and-procedures\\_032019\\_0.pdf](https://graduate.asu.edu/sites/default/files/asu-graduate-policies-and-procedures_032019_0.pdf). Each student should become familiar with both.

### POLICIES AND PROCEDURES

It is the responsibility of each student to understand and observe all procedures and requirements specified by the Graduate College, the School for the Future of Innovation in Society and the College of Global Futures. It is a requirement for all students to read and understand the MSTP Graduate Student Handbook, the ASU Academic Catalog and Graduate College 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.

### COMMUNICATION FROM SFIS

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. Information is provided to students via My ASU (<https://my.asu.edu/>), and students should frequently check their My ASU Account for information regarding their status, holds, and list of “to do” items.

### STUDENT OBLIGATION TO NOTIFY SFIS OF THE FOLLOWING CONDITIONS

According to the Teaching Assistant (TA)/Research Assistant (RA) Handbook provided by the Graduate College, “TAs/RAs are not restricted from holding additional teaching or consulting positions outside of the university unless otherwise indicated by their appointing unit. Academic units may choose to stipulate that by accepting their assistantship, TAs/RAs agree not to hold any outside teaching or consultant position without prior consultation and agreement between the department and the TA/RA.”

Graduate students who receive financial support from SFIS or from any external source (e.g., NSF, or a foundation) that covers tuition and includes a stipend equal to or greater than 20 hours per week of support must immediately notify their advisor and their program chair in writing if they have an additional offer of employment or funding within ASU or outside ASU.

Graduate students enrolled full-time in any program must immediately notify their advisor and their program chair in writing if they are enrolled in any other degree program, including programs at ASU or at other institutions.

### COMMITMENT TO JUSTICE, EQUITY, DIVERSITY AND INCLUSION

Arizona State University is going through a process of examining its colonial past and culture and how it has historically benefitted from injustices, inequalities, exclusions, and pressures to conform, as well as how these in turn impact how we think about and behave toward the future. This is a process that requires our faculty, staff, and students to reflect on the intellectual, ethnic, and cultural diversity of our nation, and to become agents of change as we advance Justice, Equity, Diversity, and Inclusion (JEDI) in the world. We aspire to become a space where our students learn from the broadest perspectives and grow empowered and motivated to curb injustice, inequity, uniformity, and exclusion. We engage in the advancement of multiple forms of knowledge with the most inclusive understanding possible of the issues we are addressing through our scholarly activities, promoting openness. At ASU, we believe that diversity involves addressing and redressing unequal power dynamics between different groups, including categories such as race, ethnicity, religion, country of origin, sexual orientation, socioeconomic background, age, cultural identity, intellectual perspective, physical and mental abilities, and veteran experience.

As part of ASU and a broader national and global community that is still impacted by racism, oppression, discrimination and the systematic extermination of non-human life, the College of Global Futures is fully committed to lead by example, and embed Justice, Equity, Diversity, and Inclusion (JEDI) in all aspects of its work. This includes working closely with students to ensure that the courses they take, the environment they work in, and the experience they have within the College of Global Futures and its associated schools and programs reflect this commitment.

In Fall 2020, the College formed two school-based committees, consisting of faculty, staff, and students, to study current strategies toward justice, equity, diversity, and inclusion; progress toward stated goals; and needs for change. The committees met regularly with individuals and communities, including students, faculty, and staff, and began work toward strategic plans to further address and support JEDI across the college. However, these initiatives will not have any impact unless everyone in our community does their part toward changing the organizational structures and practices of academia and education institutions that still abide by and promote injustices, inequity, uniformity, and exclusion.

Moving forward, the college will continue to invest in and support responsive and impactful JEDI initiatives that engage faculty, staff, and students as we work together to build a just, fair, and sustainable future. Students who wish to join a committee or participate in these conversations should contact their graduate support coordinator or their JEDI committee chair.

### **STUDENT RESPONSIBILITIES: DIVERSITY AND INCLUSION**

ASU is committed to building excellence, enhancing access to exemplary education, and having an impact on our community, state, nation and the world. Doing this requires our faculty, staff, and students to be diverse so that we learn from the broadest perspectives, and engage in the advancement of knowledge with the most inclusive understanding of the issues we address through our scholarly activities.

Diversity is defined in terms of representation and inclusion. Representation reflects the extent to which our students, staff, faculty, and administrators proportionately reflect the regional and national populations served by our public institution. Inclusion encompasses empowerment and amplifying voices among all members of the university community in the areas of scholarship, teaching, learning, and governance. Both are integral to how we ensure a just and equitable environment for everyone who is part of it, and one that is not undermined by bias, prejudice, harassment, or other forms of discriminatory attitudes and behaviors.

As a result, diversity is not only measured by race, ethnicity, country of origin, and gender, but also includes cultural identity, disability, gender identity, intellectual perspective, national origin, physical and mental abilities, religion, sexual orientation, socioeconomic background, veteran experience, and age. These aspects of identity belong to all members of our community and make us richer.

It is imperative that students treat each other and those they interact with, including instructors, faculty, and staff, with respect, kindness, and dignity. Discrimination will not be tolerated.

Resources for exploring diversity and inclusion at ASU are included below. For additional information on discrimination, harassment, and abuse, including what to do if you experience these or become aware of specific instances, the [ASU has Office of Inclusion and Community Engagement](#) has additional resources, including information about ways to report your concern, such as the [ASU Hotline](#), [Incident Report Form](#), and a [Student Advocate](#) you can talk with about your situation.

- [Dispelling Stereotypes video series](#)
- [To Be Welcoming implicit bias classes](#) from ASU/Starbucks Global Academy (30-60 mins each)
- [GPSA Justice, Equity, Diversity, and Inclusion initiatives](#)
- [ASU's Office of Inclusion and Community Engagement website](#)

### **ACADEMIC INTEGRITY**

The College of Global Futures takes academic integrity seriously and requires students to:

1. have a good understanding of [what academic integrity is](#) and [why it's important](#);
2. understand what types of activities and behaviors violate the [student honor code](#) and [ASU's academic integrity policy](#);
3. have an awareness that [resources](#) exist to help prevent academic integrity violations; and
4. [report all academic integrity violations](#) as soon as they arise.

Each college/school has an [academic integrity officer](#) who can address questions related to academic integrity. If there are questions about a particular course, students should reach out to officers from the college/school that offers the course.

Newly admitted graduate students will receive a “priority task” in My ASU directing them to complete an online module on academic integrity. The module consists of a PowerPoint that outlines academic integrity and students must take a quiz and pass with an 80% or higher.

### **RESEARCH INTEGRITY AND ASSURANCE**

Students who are collecting human subjects data as part of their research must submit their research proposal to the [Institutional Review Board](#) (IRB) submission along with their faculty research advisor. All research activities involving the use of human subjects must be reviewed and approved by the IRB before data collection can begin. Investigators may not solicit subject participation or begin data collection until they have IRB approval.

[The Office of Research Integrity and Assurance](#) was established as a resource for the university to achieve and maintain ethical principles and compliance with federal, state, and university regulations governing research. The Office of Research Integrity and Assurance coordinates the development of, implements and oversees university policies related to research compliance and provides support for the responsible conduct of research for the following areas:

- [Institutional Animal Care and Use Committee](#)
- [Institutional Biosafety Committee](#)
- [Institutional Review Board](#)
- [Responsible Conduct in Research](#)
- [Export Controls and Security](#)
- [Scientific Diving](#)

### **Office of Research Integrity and Assurance**

ASU Centerpoint  
660 South Mill Avenue, Suite 312  
Mail Code: 6111  
Tempe, AZ 85281-6111  
(480) 965-6788 Telephone  
(480) 965-7772 Fax  
[research.integrity@asu.edu](mailto:research.integrity@asu.edu)

## ADMISSIONS POLICIES FOR MASTER OF SCIENCE AND TECHNOLOGY POLICY

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. Students are also strongly encouraged to have prior relevant education, training, or experience in science and technology policy. 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. Official transcripts are required as well as a personal statement, resume, and three letters of recommendation. Proof of English proficiency is also required of all international applicants whose first language is not English. Admissions are conducted for Fall terms only.

**English Proficiency:** Applicants whose native language is not English (regardless of where they may now reside) must provide proof of English proficiency. More information on English Proficiency requirements is available on the Graduate College web site at (<https://admission.asu.edu/international/graduate/english-proficiency>).

### APPLICATION DEADLINE

Students are only allowed to begin the degree program during the Fall Semester of each year. Applications are reviewed by the degree program application review committee. Applications received by January 2<sup>nd</sup> will receive priority consideration for admission and financial aid funding; applications for US citizens will continue to be accepted until July 15<sup>th</sup>, if positions are still available. *International applicants* must submit application materials by February 1st for consideration for the following fall semester.

### APPLICATION PROCESS

The Master of Science and Technology Policy application process:

1. Initiate an online ASU Graduate Admissions Application through the Graduate College web site (<https://admission.asu.edu/graduate>) by creating an account – *remember your log in email and password in case you need to return to the application.*
2. Page 1: My Application Status; “Start New Application”
3. Page 2: Personal Information
4. Page 3: College and University information with majors and GPAs
5. Page 4: Residency information
6. Page 5: Degree Selection; Search by College = College of Global Futures; select “Science and Technology Policy (MSTP)” then click the “Choose” button; in the pop up indicate “Tempe Campus” and the term for which you wish to apply
7. Page 6: Supplemental Application information
  - Identify any faculty, students or staff you have been in contact with about the degree program.
  - Request three 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 College online application system will automatically contact them with information on how to log in to the online system and upload the Letter of Recommendation.
  - Prepare and upload a Personal Statement.
  - Prepare and upload a current Resume.
  - Answer the questions
  - Indicate if you are applying to an Accelerated 4+1 bachelor's/master's program
8. Submit the online ASU Graduate Admissions Application.
9. Pay the Application Fee (\$70 for domestic students, \$90 for international students).
10. 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:**

Admission Services Applicant Processing  
Arizona State University  
PO Box 871004  
Tempe, AZ 85287-1004

**If sending by FedEx, DHL or UPS, use this address:**

Arizona State University  
Admission Services Applicant Processing  
1150 East University Drive  
Building C, Room 226  
Tempe, AZ 85281

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

ASU accepts electronic *official* transcripts – more information is available at <https://admission.asu.edu/transcripts>. For transcripts sent through a secured transcript service, please select Arizona State University from the vendor's dropdown list to ensure the transcript is routed to the correct place. If an email address is requested you can route to [gradtranscripts@asu.edu](mailto:gradtranscripts@asu.edu). Please note that transcripts sent by students to [gradtranscripts@asu.edu](mailto:gradtranscripts@asu.edu) will not be accepted as official. These addresses are only for transcripts received from secured and approved transcript services.

**International Applicants** – more information on requirements for international academic credentials (<https://admission.asu.edu/international/graduate-apply>).

\* You must have one set of official transcripts from every college and university from which you earned a bachelor's degree or higher sent to ASU. ASU accepts official transcripts that are 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.

All international transcripts must be submitted in the original language accompanied by an official English translation. Translations must be literal, complete versions of the originals and must be translated by a university, government official or official translation service. You may not complete your own translation.

**Applicants from India and China:** Please reach out to [SFISgrad@asu.edu](mailto:SFISgrad@asu.edu) for more information on where to send your official transcripts.

11. If appropriate, complete and submit a paper copy of the Financial Guarantee Form (<https://admission.asu.edu/international/student-visa>). 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:**

Admission Services Applicant Processing  
Arizona State University  
PO Box 871004  
Tempe, AZ 85287-1004

**If sending by FedEx, DHL or UPS, use this address:**

Arizona State University  
Admission Services Applicant Processing  
1150 East University Drive  
Building C, Room 226  
Tempe, AZ 85281

12. If you are from a country whose native language is not English, you must provide proof of English proficiency. More information on English Proficiency requirements is available on the Graduate College web site (<https://admission.asu.edu/international/graduate/english-proficiency>).

**Admitted students must have proof of measles immunization on file with Student Health prior to class registration. See the Priorities List in My ASU for more information.**

### PROVISIONAL ADMISSION

When an applicant does not meet minimum academic standards with respect to grade point averages as required by the Graduate College and the academic unit, but has additional evidence to suggest the potential for success, the MSTP Application Review Committee might recommend that the student be considered for Provisional Admission. The student would be admitted with the provision that they must take a certain number of graduate

level academic credits (applicable to the MSTP program) over a specified period of time and obtain a specified GPA on that coursework. If students satisfy the requirements then they would be converted to regular admission status. If not, ASU Graduate Admissions will withdraw the student from the degree program.

## TUITION COSTS AND FINANCIAL ASSISTANCE

### TUITION COSTS and UNIVERSITY FEES

Tuition is set by ASU and the Arizona Board of Regents every year and tuition costs are subject to change. Estimates below are based on Spring 2021 tuition and health care costs.

For the 2021-2022 academic year estimated graduate ASU Tuition and ASU University Fees for campus-based students are:

- AZ Resident Full Time (7+ credit hours each semester for fall and spring terms) = \$6,304 per semester x 2 semesters = \$12,608 for both semesters
- Out-of-state Full Time (9 credit hours each semester for fall and spring terms) = \$12,216 per semester x 2 semesters = \$24,432
- International Full Time (9 credit hours each semester for fall and spring terms) = \$14,074 for the fall semester + \$14,739 for the spring semester (includes student health insurance) = \$28,813

***Nine (9) credit hours per semester is considered full time for a graduate student. The estimated costs above are based on 9 credit hours. Students wishing to enroll in a different number of credit hours should consult the Tuition by Credit Hour charts available at the sites below.***

The ASU general tuition and fees schedule is available here: <https://catalog.asu.edu/tuitionandfees>.

The ASU tuition and costs calculator is available here: <https://students.asu.edu/tuition>.

### RESIDENCY FOR TUITION PURPOSES

Students who wish to pursue AZ residency for tuition purposes can find more information on the [University Registrar's website](#). The Residency Navigator will help determine the best category and provide information on what documentation is necessary for the application.

### TUITION ASSISTANCE, SCHOLARSHIPS, and FINANCIAL AID

#### WICHE WRGP

Through the [Western Regional Graduate Program](#), out-of-state students from participating states may be eligible to pay reduced out of state tuition rates. The [ASU WRGP application](#) must be submitted with supporting documentation by these deadlines:

- Fall - June 1
- Spring - November 1
- Summer - April 1

#### Graduate College Fellowship

Each year a limited number of \$5,000 or \$10,000 fellowships may be awarded to first-year MSTP students upon their admission. Early in January, the School for the Future of Innovation in Society reviews the applications of all admitted students for the upcoming academic year and makes nominations for the fellowship. Nominations are due to the Graduate College in late February so students wishing to be considered for this fellowship must have been admitted prior to that time.

#### MSTP Chair Awards

The MSTP Program Chair has the opportunity to award a limited number of scholarships each term. The awards are designed to supplement other sources of support in providing “final mile” funding in areas such as travel, conference attendance, project work, training opportunities, and financial need. They are typically between \$200 - \$2,000. Students may contact the MSTP Graduate Program Academic Advisor for information on how to apply. Awards are made at the discretion of the program chair, and based on available funds and need.

#### Traditional Financial Aid

Loans and Grants may be available if the student has filed a [FAFSA](#) for the academic year. More information is available on [ASU's Financial Aid website](#).

**Research Assistant and Teaching Assistant Positions**

On occasion, the school may have an opening for a teaching assistant or a faculty member may have funding to support a research assistant. Students who are awarded a teaching or research assistantship must read and follow the [Teaching Assistant/Research Assistant Handbook](#) policies and guidelines. Additional information for international teaching assistants is available at <https://learnenglish.asu.edu/international-teaching-assistant>.

Graduate students receiving research assistantships must be local to Arizona or Washington, DC offices of ASU and will thus be under the regular supervision of their faculty advisors. It is generally not appropriate for pre-qualified graduate students who are supported by the School or by faculty members to be remote. There are of course reasonable exceptions to this presumption, including, for example, conducting necessary research remotely.

**Scholarships**

Although graduate students do not qualify for grants from the state or federal government, there are other options to help fund your ASU education. Some private donors offer scholarships to graduate students and more information may be found on [Scholarship Search](#).



## STEPS TOWARDS DEGREE

### DEGREE REQUIREMENTS

The program requires 30 credits of coursework including an oral presentation of a written Applied Project report (HSD 593):

The 30 credits include:

- 6 credits of required core courses - **Must be completed with a grade of B or higher.**
  - HSD 501 -- Science and Technology Policy (3 credits)
  - HSD 502 -- Advanced Science and Technology Policy (3 credits)
- 3 credits of MSTP Seminar
  - HSD 591 MSTP Professional Development Seminar
- 9 credits of restricted elective courses from a list provided by the Degree Program Chair

Examples include:

- HSD 504 – Analyzing Large Scale Socio-Technological Systems (3 credits)
  - HSD 517 -- Uncertainty in Decision Making (3 credits)
  - HSD 515 -- Science, Technology and Public Affairs (3 credits)
  - GTD 501 -- Global Technology and Development (3 credits)
  - HSD 540 – Responsible Innovation and Research (3 credits)
  - FIS 403 – Governing Emerging Technologies (3 credits)
  - HSD 598 – Health and Biomedical Research Policy (3 credits)
  - HSD 598 – Comparative Science, Technology and Innovation Policy (3 credits)
  - HSD 598 – Regulatory Policy (3 credits)
  - HSD 598 – Health Policy (3 credits)
  - HSD 598 – Innovation, Economic Mobility and Public Policy
- Students may submit a syllabus from another course for review as a Restricted Elective.
- 9 credits of Electives from across ASU – approved by the Degree Program Chair
  - 3 credits of Culminating Experience
    - HSD 593 – Science and Technology Policy Applied Project (3 credits)

NOTE: No more than 6 credit hours of 400-level coursework can be included as electives on the Plan of Study. Where appropriate, 400- and above level science and engineering courses will be available as electives for students in the program who need specific technical skills in order to pursue their desired career pathways.

### CORE COURSEWORK

#### **HSD 501 Science and Technology Policy (3 credits)**

**Must be completed with a grade of B or higher.**

Students are introduced to the role and nature of science and technology in democratic societies, and learn how policy impacts their development, use, and potential risks and benefits. The course addresses the history of science and technology policy in the U.S. and how science-based research and innovation are integrated into the design and implementation of government decision-making. As part of the course, students study the history and actions leading to the formation of a science and technology-related policy of their choice. Drawing on multiple areas of expertise, the course emphasizes the need for novel yet informed approaches to science and technology policy in today's rapidly changing world.

#### **HSD 502 Advanced Science and Technology Policy (3 credits)**

**Must be completed with a grade of B or higher.**

Building on HSD 501, students explore innovation systems; the relationship between science and technology policy, equity, and equality; the theory and practice of policy implementation; the utility of public value mapping; and the nature of technological fixes. This course begins to explore the policy challenges and opportunities presented by emerging and converging technologies, and a changing governance and geopolitical landscape. As part of the course, students study the implementation of a specific science and technology policy previously selected in HSD 501. The course brings a transdisciplinary approach to science and technology policy that is uniquely relevant to today's increasingly technologically complex world.

### **HSD 591 MSTP Professional Development Seminar (3 credits)**

HSD 591 a three-credit course, spread over the fall and spring semesters, that is designed to develop a range of professional skills and provide career-building guidance, mentorship and opportunities. The course will include the opportunity to develop and practice written and oral communication skills, professional networking and career development skills, and a range of “soft” skills, tools and perspectives necessary for thriving within complex, dynamic and diverse workplaces. It will include guest lectures and seminars from policy experts and practitioners.

### **HSD 593 Applied Project (3 credits)**

***Must be completed with a grade of B or higher.***

HSD 593 is the culminating experience of the Master of Science and Technology Policy program. The course consists of a significant project that is either undertaken independently or as part of a larger initiative, and that demonstrates mastery of key knowledge, theories, analytic methods and/or skills acquired during the degree program and the ability to apply them in practical contexts.

### **INTERNSHIPS**

There is no internship requirement associated with the MSTP program. However, students are strongly encouraged to explore and pursue internships as part of their professional development, to leverage the training they receive within the program, and to open up potential career opportunities. SFIS faculty and staff are available to work with students to identify possible internship opportunities, and to support students in pursuing them. Where appropriate, and with the approval of the program chair, it may be possible for students to sign up for for-credit independent study with a faculty member that is associated with a specific internship.

### **DEGREE TIMELINE**

The degree may be completed in 12 months as a full-time student or over several semesters as a part-time/full-time student.

### **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, including the term in which they graduate. Even if a student is only engaged in research, they must still register for at least one credit hour of graduate level credit during that term.
- Registration for every fall semester and spring semester is required. Summer registration is required for students completing culminating experiences or graduating from the degree program.
- The Graduate College has not established a maximum course load for graduate students. Students should consult with their faculty advisor, the Degree Program Chair and/or the MSTP Graduate Program Academic Advisor if they have questions.
- To maintain continuous enrollment the credit hour(s) must:
  - Appear on the student's *Plan of Study*, OR
  - Be research (592) or continuing registration (595), OR
  - Be 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 registration for a semester or more must submit a ***Leave of Absence request via their Interactive Plan of Student (iPOS)***. This request must be submitted and approved before the anticipated semester of non-registration. Students may request a maximum of two semesters of leave during their entire program. Having an approved Leave of Absence by the Graduate College will enable students to re-enter their program without re-applying to the university.
- Students who do not register for a fall or spring semester without an approved Leave of Absence are 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. However, 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

	Full Time*	Half Time	Less Than Half Time
<b>Regular semester</b>			
Graduate	9 or more hours	5-8 hours	4 or fewer hours
Graduate assistant**	6 or more hours	-----	-----
<b>Six-week summer session</b>			
Graduate	3 or more hours	2 hours	1 hour
Graduate assistant**	2 or more hours	1 hour	-----
<b>Eight-week summer session</b>			
Graduate	5 or more hours	3-4 hours	2 or fewer hours

\* 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.**

**International students are required to maintain full-time enrollment status to maintain their U.S. visa.**

## FACULTY MENTOR/ADVISOR

All admitted students are assigned a faculty mentor/advisor. This will be their primary faculty point of contact for discussing broader opportunities, challenges and progress as students enter and move through the program. The faculty mentor/advisor will be responsible for supporting students in successfully completing the program, and gaining the most benefit from it. They will also be responsible for helping students address issues and challenges as they might arise. Faculty mentors/advisors compliment the role of the supervisory committee, which is more focused on the applied project, and supporting education and expertise within a specific area.

## SUPERVISORY COMMITTEE

- The Supervisory Committee as listed on the Plan of Study (POS) consists of ONE faculty member, the Chair of the POS committee.
- The Chair of the POS committee is the faculty advisor who is overseeing the student's Applied Project and this person must be ASU tenured or tenure-track faculty in the School for the Future of Innovation in Society.
- If two Co-Chairs are selected to oversee the applied project, they are both entered on the Plan of Study (POS). One must be ASU tenured or tenure-track faculty in the School for the Future of Innovation in Society. The second Co-Chair may be any ASU tenured or tenure-track faculty, ASU research faculty member, or may be a qualified person from outside ASU (with proper approval from the Graduate College).
- ASU Adjunct Faculty and Lecturers may not serve as Chairs or Co-Chairs.
- If the student wishes to have someone on their committee who is not currently approved by the Graduate College, they will need to provide the MSTP Graduate Program Academic Advisor with a current CV for the person they wish to have on their committee, the date of birth of the person, and a memo explaining the importance of that person to the committee. The request must be approved by the Degree Program Chair, the SFIS Head of Academic Unit and the Graduate College.

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

- In addition to the Supervisory Committee Chair, there will be an additional faculty member to help guide, oversee and evaluate the applied project. This person will be referred to as the Applied Project Evaluator. The Evaluator is selected by the Supervisory Committee Chair, in consultation with the student, to contribute to the evaluation of written and oral components of the Applied project.
- If the student chooses two Co-Chairs for the Plan of Study (POS), then an Applied Project Evaluator will not be required.

## PLAN OF STUDY (POS)

- Each student must submit a **Master's Degree Plan of Study** (POS) for approval. A link to the student POS is provided through My ASU (<https://my.asu.edu/>).
- After consultation with their Supervisory Committee Chair and the MSTP Graduate Program Academic 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.

- 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 iPOS by the time you have enrolled for 15 credit hours – for full time students, this would be by the end of the first semester.
- The POS should have a minimum of 30 credit hours, with exactly 6 credit hours for the two core courses (HSD 501 and HSD 502), 3 credit hours of HSD 591 MSTP Professional Development Seminar, 3 credit hours of HSD 593 Applied Project, 9 credit hours of restricted electives, and 9 credit hours of electives chosen by the student and approved by the Degree Program Chair.

## 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 from 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 College 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.
- **Using Graduate Credits earned by Undergraduate Students towards a Graduate Degree**

Pre-admission credit hours earned in graduate-level courses (per Graduate College 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.
  - Accelerated MSTP 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 undergraduate and graduate advisors to ensure proper sharing of credit hours. For students in any of the following 4+1 accelerated programs, more information is available on the [SFIS web site](#). A pre-application form is available for students who are interested in pursuing an accelerated program.
    - Bachelor of Arts in Innovation in Society
    - Bachelor of Science in Innovation in Society
    - Bachelor of Arts in Justice Studies
    - Bachelor of Science in Justice Studies
    - Bachelor of Arts in African and African American Studies
    - Bachelor of Arts in Women and Gender Studies
  - 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.
- **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** (<https://students.asu.edu/forms/incomplete-grade-request>) to the instructor of record for the course. The student must maintain continuous enrollment while completing the work for the incomplete.

According to University grading policies (<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*. Incompletes must be completed within one calendar year; after that the "I" changes to a permanent "I".

- The student must complete the **Incomplete Grade Request Form**, available at the link above, and the instructor may set deadlines for the student to complete the work.
- *Students Completing the Degree in 12 months* – Since the MSTP degree can be done as a 12 month program beginning with the Fall semester, a course that was designated as incomplete (I) for Fall semester must be completed by the end of the following Spring semester. A course that was designated as incomplete (I) for Spring semester must be completed by the end of the first summer session following the Spring semester. No summer session courses will be allowed to be graded as incomplete (I) unless the student is aware that graduation will be postponed until all degree requirements have been met. In this instance, the coursework must be completed by the end of the following Fall semester.
- *Students Completing the Degree in more than 12 months* – If continuing beyond the 12 month period as a part time student, one calendar year will be allowed to complete a course that was designated as incomplete (I) for the first Fall semester or Spring semester of attendance. Incompletes during the second year of attendance will follow the full time student rules listed above.
- Students who receive a grade of "I" in graduate courses (500 level or above) have one calendar year to complete the course for a grade. If after one calendar year the student has not completed the courses for a grade, the grade of "I" will become a permanent part of the transcript.
- Once coursework has been fulfilled, the instructor will assign a final grade for the course. If the student does not complete coursework within the allotted time, the incomplete will become permanent and remain in the student's transcript. If the course is a required course for the degree program, the student will have to re-take the course.
- To repeat the course for credit, a student must reregister and pay fees. The grade for the repeated course will appear on the transcript but will not replace the permanent "I."

- **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 and/or Co-Chairs, the Head of the Academic Unit, and the Vice Provost for the Graduate College. The POS becomes a contract between the University and the student that guides the student in completing degree requirements.
- After submitting the **Interactive Plan of Study (iPOS)** online through [My ASU](#), the student should notify the MSTP Graduate Program Academic Advisor that the iPOS is in the online system and ready for review.
- The MSTP Graduate Program Academic Advisor will get the approval of the Committee Chair or Co-Chairs and the Head of Academic Unit.
- The MSTP Graduate Program Academic Advisor will forward the online electronic version of the completed iPOS to the Graduate College for final approval.

## COMMITTEE CHANGES TO POS

- Once the original iPOS has been approved by the Graduate College, the student will need to submit an **online Committee Change request** through the iPOS web site to officially add or change members of the supervisory committee.
- After submitting the online Committee Change Request, the student should notify the MSTP Graduate Program Academic Advisor that the request is in the online system and ready for review.
- The MSTP Graduate Program Academic Advisor will get the approval of the Committee Chair or Co-Chairs and the Head of Academic Unit.

- The MSTP Graduate Program Academic Advisor will forward the online electronic version of the Committee Change request to the Graduate College 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 iPOS system to remove courses from the iPOS that the student did not take and/or to add courses that the student did take that were not originally listed on the iPOS.
- After submitting the online Course Change Request, the student should notify the MSTP Graduate Program Academic Advisor that the request is in the online system and ready for review.
- The MSTP Graduate Program Academic Advisor will get the approval of the Committee Chair or Co-Chairs and the Head of Academic Unit.
- The MSTP Graduate Program Academic Advisor will forward the online electronic version of the Course Change request to the Graduate College for final approval.

### **APPLIED PROJECT HSD 593**

- Each student is required to do an Applied Project as part of the degree requirements. The requirements and expectations are described in full in the HSD 593 syllabus.
- During the academic term prior to the Applied Project being completed, students should consult with their Supervisory Committee Chair (faculty advisor who is overseeing the student's Applied Project) to discuss and agree on a suitable topic or focus.
- During the academic term prior to the Applied Project, the **Applied Project Proposal** form (see Appendix A) must be submitted to the MSTP Graduate Program Academic Advisor for approval by the Head of Academic Unit.
- The student must give a public presentation on their work as part of the Applied Project. This should be scheduled at least two weeks before the end of the semester.
- When the applied project is complete and the student is ready to do the final presentation, the student must complete the **Permission to Schedule the MSTP Applied Project Presentation** form (see Appendix A).
- See the MSTP Graduate Program Academic Advisor to schedule a room for the presentation.
- **One week prior to the presentation**, the student must submit a final draft of the written report to their Supervisory Committee Chair and the Applied Project Evaluator.
- A final version of the written report should be submitted to the Supervisory Committee Chair for grading no later than one week following the oral presentation.
- Signatures of the Supervisory Committee Chair (Co-Chairs), the Applied Project Evaluator (if applicable), and the Head of the Academic Unit are required on the **Report of Final Master's Culminating Experience** form in order to receive a passing grade.
- The completed **Report of Final Master's Culminating Experience** form should be submitted to the MSTP Graduate Program Academic Advisor following final grading of the applied project.
- The student must submit a copy of their **final** written document to the MSTP Graduate Program Academic Advisor within 3 days of successfully completing the applied project, or sooner if necessary by Graduate College deadlines.
- **Grading options are letter grades A through E. A grade of B or higher is required to pass the applied project and for graduation. Students who do not complete the Applied Project during the semester in which they register for the course must take a grade of Incomplete (I) and will have a time limit of 12 months to complete the Applied Project.**

### **What is an Applied Project?**

The goal of the Applied Project is to culminate the MSTP program with an original piece of work that allows students to apply their coursework to a specific topic or issue. There is considerable flexibility in the topics that may be addressed, which sectors they are relevant to, and how they are addressed. Nevertheless, the applied project should have a clear focus on science and technology policy within the context of the selected topic or focus.

The Applied Project is not a thesis project or a research project (although students may carry out original research for it if they so desire). Rather, it is an opportunity to rigorously explore and examine an area of science and technology in some depth.

The evaluated outputs of the applied project are a written paper, and an oral presentation. The paper should demonstrate an appropriate level of subject mastery, scholarship, rigor, and writing ability, as indicated in the grading rubric included in the syllabus. It should include evidence of critical analysis and a sophisticated understanding of policy. Students should discuss expectations with their committee chair at the beginning of the project.

Papers should be formatted in APA style, present information in a clear, articulate and structured way, and not contain editorial errors (proof reading before submission is very strongly recommended). They should follow a logical narrative structure, be written in a way that is relevant and responsive to their intended audience, and use evidence-based arguments as appropriate. There is no lower or upper required length for papers, but they must represent a level of analysis and scholarship that is commensurate with a master's program, and the time and effort required to be invested in the applied project.

Papers should include, where appropriate, a literature or policy review, and include appropriately formatted citations.

The aim of the oral presentation is to convey to the committee and others in a concise, compelling and engaging manner, what was done, why, what the outcomes were, and what their relevance is. The format of the oral presentation should be agreed with the committee chair, and should be selected to best convey the results of the project. There is no obligation to use PowerPoint, although this is sometimes convenient. Other options include software programs like Keynote and Prezi, video, a whiteboard, or simply talking (although each requires a specific skill set to use well). Care should be taken to ensure that use of PowerPoint (and any other format or platform) serves the needs of the audience.

Whatever communication format is chosen, careful attention should be paid to ensuring clear, concise and effective communication—as with all communication, the audience, and the content should determine how you communicate.

Students should typically aim to speak for 30–40 minutes, followed by Q&A with any other committee members, the Applied Project “evaluator,” and other audience members. In some cases, the committee chair may suggest that some part of the Q&A is held in private—this is common practice, and not reflective of the nature of the project or presentation.

Applied projects must include a minimum of three (3) credits of HSD 593 – Applied Project. They may, however, involve additional credits under independent study coursework if the project warrants more than one semester's worth of substantive work.

### **Collaborative Projects**

Applied projects that are part of a broader collaboration or program of study are encouraged, when these provide an opportunity to apply learning from the MSTP program to real-world issues and challenges. However, to qualify as satisfying the requirements of HSD 593, the following criteria need to be followed:

- Your applied project advisor should be fully engaged in the collaborative project at a senior or leadership level.
- You will be expected to make a substantive contribution to the collaboration, that draws on your training and skills in science and technology policy. You will need to be able to provide evidence that your expertise and input played a significant role in the work carried out in and the outcomes/outputs of the collaboration.
- Your final report will be written by you, and will clearly describe your original contribution to the collaborative project and its relevance. You will be expected to describe this in the broader context of the collaboration and its aims and outputs/outcomes.
- Your final presentation will be prepared and given by you, and will clearly describe your original contribution to the collaborative project and its relevance. You will be expected to describe this in the broader context of the collaboration and its aims and outputs/outcomes.

Collaborative projects are a highly effective way of translating and consolidating class-based learning around science and technology, through working with others on real-world issues. They can be a powerful and transformative learning experience. The power of collaborations comes in the progress and outcomes being more than the sum of the parts, and because of this, an applied project carried out as part of a broader collaboration will through necessity be a small part of a larger puzzle. In grading collaborative applied projects, this gray area between individual and group work will be taken into account, and it is expected that the final report and presentation will include a description of the overall collaborative project. However, success in a collaborative applied project will

depend on demonstrating how your input has contributed to the collaboration, and how it has supported key insights, outcomes and outputs. Most importantly, the final report and presentation must be written and presented by you, and represent the work you've been engaged in in your own words.

**How are Applied Projects evaluated?**

Applied projects are given a letter grade that is based on the Rubric outlined in the HSD 593 Applied project syllabus. Both the written paper and the oral presentation contribute to the final grade. A letter grade of B or above is required to pass.

**Report of final master's culminating experience**

The Applied Project requirement is the official university Culminating Experience for students in the Master of Science and Technology Policy. After the oral presentation of the Applied Project, the student must provide the Supervisory Committee Chair with a copy of the written Applied Project research document and the **Report of Final Master's Culminating Experience – Applied Project** form that includes the MSTP Applied Project Rubric.

***If you are doing your Applied Project in your final academic term, pay close attention to the deadline from the Graduate College for completing your presentation!***



## STUDENT RESOURCES

### MSTP ADVISING

The MSTP Graduate Program Academic Advisor in SFIS is available to help explain department and university policies and procedures. Questions about paperwork or university policies should be addressed to the Program Academic Advisor first. At times it might be necessary to refer the student to someone else or another unit. Questions regarding what courses a student should take, topics for the applied project, and research applied toward the degree should be directed to the student's faculty advisor and/or supervisory committee.

### MSTP RESOURCES CANVAS SITE

All current MSTP students will be granted access to the MSTP Student Resources Canvas site. Students can access the site through My ASU (<https://my.asu.edu>) by clicking on the Canvas icon in the left sidebar in My ASU. The site contains the MSTP handbook, samples of applied projects, and all forms the student will need for the MSTP degree program.

### WAYS TO STAY CONNECTED

Students in the Master of Science and Technology Policy program have access to several social media sites that students may join, making connections between alumni and current students.

- ASU MSTP Alumni Facebook Page (official): <https://www.facebook.com/groups/MSTPalumni> (available by invitation to current students and alumni)
- [MSTP Community Facebook Page](#)
- MSTP Current Students Linked In Page: <https://www.linkedin.com/groups/13583484>

### SFIS GRADUATE STUDENT ORGANIZATION

The School for the Future of Innovation in Society Graduate Student Organization (GSO) exists to support three key functions for SFIS graduate students. In addition to cultivating community & cohesion within and between graduate cohorts & programs, we strive to provide a mechanism for interactions between SFIS graduate students, staff, and faculty, while supporting SFIS graduates in their academics, professional development, and new endeavors. Visit the [SFIS GSO](#) web site for more information.

### TRAVEL FUNDING

Travel funding for conferences, internship interviews and job interviews may be available through [SFIS](#), [Graduate College](#) and [Graduate and Professional Student Association](#) (GPSA). Some travel awards require a funding match from the academic unit. Students should pay close attention to application processes and deadlines.

### ASU GRADUATE AND PROFESSIONAL STUDENT ASSOCIATION (GPSA)

[GPSA](#) is the official, representative student body government for all ASU graduate and professional students that supports students' research, personal and professional development and service efforts. It operates through executive and legislative branches composed of over 41 elected student assembly members representing all ASU college and schools, 20 elected and appointed executives, and hundreds of volunteers.

Students are welcome to apply to GPSA for funding for travel, research and childcare. It also offers a wellness program, health insurance guide and professional development. Many events are scheduled throughout the year and students are encouraged to participate.

### ASU GRADUATE WRITING CENTERS

[ASU Writing Centers](#) offer a dynamic, supportive learning environment for undergraduate and graduate students at any stage of the writing process. Tutors from a wide range of majors help students hone writing skills and gain confidence in their writing. The MSTP degree program recommends that all students take advantage of this opportunity.

### Benefits of Writing Tutoring

All writers — all ASU undergraduate or graduate students — can benefit from visiting the Writing Center to:

- explore, plan, and develop ideas
- organize and structure a paper
- integrate and cite sources

- engage in writing and revision
- discuss editing and proofreading strategies
- find a place to write

### **In-Person Writing Tutoring**

ASU students can schedule a 30-minute, in-person [appointment](#) for one-on-one writing tutoring. Writing tutoring for walk-ins may be limited and is subject to tutor availability. Please be sure to call the appropriate campus writing center if you need to change or cancel your appointment. Please click on the campus names below to view the centers' locations, hours of operation, and phone numbers. To schedule a one-on-one writing appointment in one of the writing centers, please [view the schedule](#) of available sessions and select an appointment time.

For information about graduate student writing appointments, please schedule an appointment by visiting [Graduate Writing Center](#).

### **ASU LIBRARIES**

[ASU Library](#) is home to seven library facilities across five ASU campuses, providing students access to millions of information resources, world-class collections, outstanding study spaces and research centers, and a suite of maker services. Locations are available here <https://lib.asu.edu/locations>.

### **CAREER SERVICES, INTERNSHIPS, AND PROFESSIONAL DEVELOPMENT**

[ASU Career Services](#) offers students the opportunity to speak with a career advisor and well as multiple career events that students may attend throughout the year. Internship postings are available to students who have an ASU “handshake” account. The office also offers assistance with resumes, cover letters and interviews.

Virtual career advising appointments are available for all online students. Appointments can be made through [Handshake](#). Virtual career fairs, workshops, and internship assistance are also available along with resume assistance.

The College of Global Futures has a career advisor dedicated to helping the college’s degree-seeking students discuss career options and perform company and occupational research. The advisor also assists with resumes and cover letters, interview preparation, job search strategy, and other employment-related topics. Full time opportunities are communicated through the School for the Future of Innovation in Society internal LinkedIn group, which you are strongly encouraged to join. Additional employment, internship, career fair, and mentorship opportunities are available through ASU’s career resource, Handshake.

Graduate students can also pursue internships, either for elective credit or no credit. There are many local sustainability internship opportunities posted on [SustainabilityConnect](#). These have been curated for the undergraduate sustainability program, but are open to any College of Global Futures student.

The school also offers a Job SHARE Program, which allows students to shadow alumni in their jobs for a day. Information is sent out in fall and spring to students about how to participate in the program.

To book an appointment, please visit the [College of Global Futures Advising](#) site.

The [ASU Graduate College](#) offers many avenues of professional development. Graduate students develop the professional identities needed to build enduring careers with academic integrity and university support programs that foster scholarly collaboration, career pathway exploration, and are encouraged to take advantage of the Graduate College’s knowledge mobilization initiatives

### **VETERANS AND MILITARY**

The [Office for Veteran and Military Academic Engagement](#) serves the Arizona State University community by promoting dialogue, teaching, and research that increases information, understanding, knowledge, and relationships among military, civilian, and academic cultures. Their goal is to listen to veteran students, look for ways to connect them with faculty and other students, and continue to learn where and how to build bridges between these different cultures.

The [Pat Tillman Veterans Center](#) provides guidance and support for students who are veterans, active-duty military or military dependents. Six locations are available for ASU military students:

<p><b>Downtown Phoenix campus</b>  University Center Building, Room 130  602-496-0152  480-522-3058 Fax  Hours of Operation  Mon. – Fri.: 8 a.m. – 5 p.m.</p>	<p><b>Tempe campus</b>  Memorial Union, Lower Level, Room 75  480-965-7723  480-522-3058 Fax  Hours of Operation  Mon. – Thur.: 8 a.m. – 6 p.m.  Fri.: 8 a.m. – 5 p.m.</p>
<p><b>Polytechnic campus</b>  Administration Building  480-727-2773  480-522-3058 Fax  Hours of Operation  Mon. – Fri.: 8 a.m. – 5 p.m.</p>	<p><b>West campus</b>  University Center Building, Room 120  602-543-8220  480-522-3058 Fax  Hours of Operation  Mon. – Fri.: 8 a.m. – 5 p.m.</p>

**INTERNATIONAL STUDENTS**

The [International Students and Scholars Center](#) (ISSC) is the resource for international students who need information on maintaining SEVEIS status, visa and travel, employment, and advising. The ISSC offers an orientation every fall and spring term for new international students and appointments for advising and counseling.

**HEALTH AND FITNESS**

All ASU students enrolled in an in-person campus-based program have access to Sun Devil Fitness facilities on all campuses. For more information about facilities, membership and group fitness classes, please visit: <https://fitness.asu.edu/>.

In cooperation with Arizona Board of Regents and ASU Health Services, ASU offers an [affordable medical insurance policy](#) to students. This insurance provides access to the health and counseling services at any ASU Health Service location. The insurance plan is designed to provide group coverage to students that are currently uninsured, need a less expensive alternative or need an Arizona provider network. The Health Insurance Office is located in the Health Services building, at the Tempe campus and can be reached at 480-965-2411 or [insurance@asu.edu](mailto:insurance@asu.edu) to answer questions about this policy.

[ASU Health Services](#) is dedicated to the well-being and educational success of each individual student by providing high quality health care that is accessible, affordable, and compassionate. More than 20 physicians and nurse practitioners are board-certified in emergency medicine, family medicine, internal medicine, neurology, orthopedics, rheumatology, and sports medicine. Students, whether they have health insurance or not, are eligible to use ASU Health Services. However, we strongly advise every student to maintain adequate health insurance to cover unexpected medical expenses.

In addition, [ASU Counseling Services](#) offers confidential, personal counseling, and crisis services for students experiencing emotional concerns, problems in adjusting, and other factors that affect their ability to achieve their academic and personal goals. Health Services are for any Sun Devil, regardless of race, gender, sexual orientation, age, student status, religion, ability, size, financial situation, the issue you're dealing with or whether you've had health care before. Appointments can be scheduled [online](#), [in person](#) or by phone. For immediate concerns, walk-in appointments are available.

**PARKING AND TRANSIT**

Students, faculty and staff may purchase annual and semester permits through [ASU Parking and Transit Services](#). Sun Devils who choose not to purchase a permit, as well as campus visitors, may use various daily and hourly parking options. ASU Parking and Transit Services has offices on four campuses. If you are unsure of which campus to contact or have questions, [email PTS](#) or call 480-965-6124.

Campus	Address	Office hours	Parking information
<a href="#">Downtown Phoenix</a>	University Center - UCENT 411 N. Central Ave - Suite 116 Phoenix, AZ 85004	Mon–Fri 8 a.m.–4:30 p.m.	<a href="#">Campus information</a>

Campus	Address	Office hours	Parking information
<a href="#">Polytechnic</a>	QUAD 4 7107 E. Tiburon, Bldg. 4 Mesa, AZ 85212	Mon–Fri 8 a.m.–4:30 p.m.	<a href="#">Campus information</a>
<a href="#">Tempe</a>	University Towers 525 S. Forest Ave. Tempe, AZ 85281 Entrance located on Fifth St.	Mon–Fri 7:30 a.m.–4:30 p.m.	<a href="#">Campus information</a>
<a href="#">West</a>	North Services Building - NSB 4766 W. University Way North Glendale, AZ 85306	Mon–Fri 8 a.m.–4:30 p.m.	<a href="#">Campus Information</a>

[ASU intercampus shuttles](#) transport students, faculty and staff between the Downtown Phoenix, Polytechnic, Tempe and West campuses.

Several public transportation options are available to students and employees across the ASU campuses. City buses and light rail, discounted transit passes, Eco-Passes and car-sharing allow Sun Devils to travel quickly, easily and affordably throughout the greater-Phoenix area. More information is available at <https://cfo.asu.edu/transit>.

### STUDENT ACCOUNTS

[Student Business Services](#) offers a variety of student account services including tuition and billing, student refunds (including financial aid), receipt and payment processing, support for past due accounts, third party sponsorship assistance and Perkins Loan repayment. Student may call 1-855-278-5080 or email [sbs@asu.edu](mailto:sbs@asu.edu) for information on their accounts. Office hours and locations are:

Monday - Friday

8:15 a.m. - 4:30 p.m.

Closed Saturday, Sunday and [university holidays](#).

### ASU ID CARDS

ASU requires all students, employees and qualifying university affiliates to obtain an official ASU ID card. With the exception of eligible new employees, the ASU ID card is issued for a fee. Online students must have an approved photo on file with Sun Devil Card Services. Students may choose between the [Pitchfork ID](#), complete with Sun Devil Checking exclusively from MidFirst Bank, or the basic Sun Card to use as their official university ID card. The Pitchfork ID is two cards in one: an official photo ID for ASU® students - and a Visa® debit card. The Pitchfork ID must be created at one of the [MidFirst Bank locations](#). The basic [Sun Card](#) for on-campus students can be created by uploading a photo and then picking up the completed card at the Sun Card campus location. ID card FAQs are available at <https://cfo.asu.edu/cardservices-faqs>.

### CAMPUS AMENITIES - STORES, BANKS, EATERIES

The [Sun Devil Campus Stores](#) sell textbooks, used books, academic supplies, art supplies and ASU logo clothing and gifts. Students can rent textbooks, or enjoy the convenience and savings of digital textbooks and ebooks. Thesis and dissertation binding is available, as are medical and nursing reference materials. The campus store is located on Orange Street, east of Computing Commons on the Tempe Campus.

[Sun Devil Dining](#) offers quality, value, variety and convenience with over [50 dining locations](#) including dining halls, fast casual restaurants, cafes and on-campus markets. Dining on campus plays an integral role in the college experience. Students may participate in the [meal plan program](#), which saves money and gives great value.

The [Memorial Union \(MU\)](#) is a one-stop campus hub. The MU features dozens of dining options, ATMs and full-service banking operations, meeting space, lounge and study space, a full-service salon, copy center, and market.

### 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/DEI>).

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 (<https://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.

- 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.

**For Life threatening emergencies, please call 911.**

### **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**

ASU prohibits all forms of discrimination, harassment and retaliation. To view ASU's policy please see <https://www.asu.edu/aad/manuals/acd/acd401.html>.

Title IX protects individuals from discrimination based on sex in any educational program or activity operated by recipients of federal financial assistance. As required by Title IX, ASU does not discriminate on the basis of sex in the education programs or activities that we operate, including in admission and employment. Inquiries concerning the application of Title IX may be referred to the Title IX Coordinator or to the U.S. Department of Education, Assistant Secretary, or both. Contact [titleixcoordinator@asu.edu](mailto:titleixcoordinator@asu.edu) or 480-965-0696 for more information. Office located at 1120 S. Cady Mall, INTDSB 284. For information on making a report please go to [www.asu.edu/reportit/](http://www.asu.edu/reportit/).

### **STUDENT ACCESSIBILITY AND INCLUSIVE LEARNING SERVICES**

Qualified students who wish to request an accommodation for a disability should contact the Student Accessibility and Inclusive Learning Services (SAILS) by going to <https://eoss.asu.edu/accessibility>, calling 480-965-1234, or emailing [student.accessibility@asu.edu](mailto:student.accessibility@asu.edu).

<p><b>Downtown Phoenix</b>  <a href="#">Post Office, Suite 201</a>  <b>Hours:</b> Monday - Friday, 8 a.m. - 5 p.m.  Disability Resource Center  522 N Central Ave, Ste 201  Phoenix, AZ 85003</p>	<p><b>Polytechnic</b>  <a href="#">Wanner Hall - Suite 201</a>  <b>Hours:</b> Monday - Friday, 8 a.m. - 5 p.m.  Disability Resource Center  6049 S. Backus Mall  Mesa, AZ 85212</p>
<p><b>Tempe</b>  <a href="#">Matthews Center building, 1st floor</a>  <b>Hours:</b> Monday - Friday, 8 a.m. - 5 p.m.  Disability Resource Center  PO Box 873202  Tempe, AZ 85287-3202</p>	<p><b>West</b>  <a href="#">University Center Building, Room 304</a>  <b>Hours:</b> Monday - Friday, 8 a.m. - 5 p.m.  Disability Resource Center  PO Box 37100, MC 1050  Phoenix, AZ 85069-7100</p>

**GRADUATE WELLNESS RESOURCES**

[Graduate Wellness Resources](#) is a one-page guide to Financial, Social, Emotional, and Physical Health and Wellness Resources for ASU Graduate Students was developed by the GPSA.

**10 BEST PRACTICES IN GRADUATE STUDENT WELLBEING**

[10 Best Practices in Graduate Student Wellbeing](#) provides proven ways to help graduate students better care for themselves under the increasing demands of graduate school.

## MOVING TOWARDS GRADUATION

### REGISTRATION DURING GRADUATION SEMESTER

Students are required to register for at least one semester hour of credit that appears on the iPOS 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 My ASU (<https://my.asu.edu/>).

### APPLY FOR GRADUATION

Apply for graduation and pay the graduation fee online through [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.

If you are graduating in.....	Your deadline is....
Fall	October 1
Spring	February 15
Summer	July 15

- 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.**
  - Print and complete the [Application for Graduation](#).
  - Complete the Graduation Survey.
  - Submit completed application, payment receipt and completed graduation survey to the [University Registrar Services](#)
- **Apply by mail.**
  - Print and complete the [Application for Graduation](#).
  - Mail the completed application and applicable payment to the address listed on the application.

Students who apply for graduation will not be eligible to register for subsequent semesters without being admitted to a new certificate program. Students who wish to change their graduation semester after they have applied must contact the graduation office **to request that the** application for graduation be moved to 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 [My ASU](#) 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 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 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. Students must obtain at least a 3.0 GPA on all three GPA calculations: 1) iPOS, 2) Graduate (all graduate level coursework 500 level and above), 3) cumulative that includes all coursework completed during the graduate career.

Refer to Graduate College Graduation Deadlines (<https://graduate.asu.edu/current-students/policies-forms-and-deadlines/graduation-deadlines>).



## ACADEMIC STANDARDS

### SATISFACTORY PROGRESS

All graduate students are expected to make systematic progress towards completion of their degree. This progress includes meeting the conditions listed below and achieving the benchmarks and requirements set by the individual degree program. If a student fails to meet the requirements and/or benchmarks of their degree program, the student may be withdrawn from their program based on recommendations submitted by the academic unit to the Graduate College.

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 raising the GPA or beginning the Applied Project, for instance. If the student does not comply with the requirements, the student may be recommended for Dismissal to Graduate College. Only the Vice Provost for Graduate College 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.

To be considered as making satisfactory progress toward the degree objective, a student must:

1. Achieve a grade of B or higher on the two core courses, HSD 501 and HSD 502
2. Remain continuously enrolled in the degree program.
3. Maintain a cumulative GPA of 3.0 or higher in all classes included in the Program of Study (Those students who have not yet filed a program of study must maintain a combined GPA of 3.0 or higher for all courses taken since entering the current degree program and all courses numbered 500 and above completed since the last degree.)
4. Maintain a Graduate GPA of 3.0 or higher in all classes on their transcript numbered 500 or above
5. Maintain an overall cumulative GPA of 3.0 or higher
6. Not have more than two incomplete grades within a 12-month period
7. Meet all DEADLINES stated in the section above, Steps Toward Degree:
  - Selection of Supervisory Committee Chair
  - Completion and filing of the Plan of Study
  - Completion and submittal of the **Applied Project Proposal Form**
  - Successful completion of the Applied Project
  - Successful completion of the Applied Project Presentation
  - Submission of the **Report of Final Master's Culminating Experience Form**
8. Meet the stated time limit for graduation from the degree program.

### ANNUAL REVIEW OF PROGRESS – PROGRESS REPORT

All students must submit an annual review of progress towards degree. The MSTP Graduate Program Academic Advisor will send out the Annual Progress Report form and instructions early in the spring semester. The report must be completed by the student (including all required attachments), reviewed by the student, the faculty advisor and MSTP Degree Program Chair. The report must include input by the faculty advisor and signed by the student, the faculty advisor and the Degree Program Chair. The deadline to submit the annual review is determined by the Degree Program Chair.

***In order for a student to be eligible for funding from SFIS for the next academic year, they must have submitted the Annual Progress Report for the previous academic year by the appropriate deadline.***

### ACADEMIC PROBATION and DISMISSAL PROCESS

A student may be placed on academic probation if they meet any of the following criteria:

- The student does not meet GPA or grade requirements as outlined in the satisfactory academic progress policy;
- The student has more than 2 incompletes on their transcript since starting the program;
- The student does not meet milestones specified in the graduate handbook by the deadlines expressed therein; or
- The student fails to complete the program within the time to completion specified in the graduate handbook.

Students will be notified by email by their program when placed on probation and may be required to complete a probation agreement with their faculty advisor and the program chair. Students typically have one semester to

advance to good standing before dismissal is considered. The student will be notified in writing if/when they advance to good standing. Failure to return to good standing within the time limit set in the probation letter may result in dismissal from the academic program.

A student may be dismissed from a graduate program with or without first being placed on probation if:

- The student is on academic probation because their GPA has fallen below the minimum GPA as outlined in the Satisfactory Academic Progress Policy section or below 3.00 for all post-baccalaureate courses taken at ASU, and the student fails to bring the GPA to required levels by the deadline specified in the probation letter;
- The student receives a lower grade than what is required while on academic probation;
- The student has more than 2 permanent incompletes since starting the program;
- The student fails to meet conditions stipulated in their probation letter; or
- The student violates terms of the [Student Code of Conduct](#).

Students will be notified by email and letter (sent to the student's listed mailing address) if they are being recommended for dismissal from the program. For a ground campus International student to be dismissed effective immediately, the school's advisor must provide a written document to the international student (as early in the process as possible) letting them know that being withdrawn from a degree program can have immediate consequences regarding their visa status.

### **Academic Probation and Dismissal Appeal Process**

A student may appeal any action concerning academic probation or dismissal by petitioning through their school within 10 business days, using the [College of Global Futures Grade Appeal and Academic Grievance Form](#).

Appealing probation status follows the Grade Appeal and Academic Grievance Process. The dismissal appeal process follows the process outlined below. Students can voluntarily withdraw from their degree program at any time during the dismissal/appeal process, thereby avoiding having a dismissal on their record.

### **Dismissal Appeal Process – School Level:**

The designated person or committee within the school reviews the student's appeal. Possible outcomes include:

1. If the student does not appeal within the specified timeline in their letter, the school designee will notify the student in writing that they will be recommended to the Graduate College for dismissal.
2. The school designee notifies the student in writing of a successful appeal. The letter should include any stipulations or restrictions. For example, if the student is allowed to continue in the program under the condition of academic probation, the letter must outline specifically what the student needs to accomplish and in what timeframe to obtain academic good standing.
3. The school designee notifies the student in writing of an unsuccessful appeal. The letter will state that the school is recommending dismissal from the degree program. The student has the right to appeal the recommendation of dismissal to the college and they should send their appeal to the college's Associate Dean for Student Success, Andrew Maynard ([andrew.maynard@asu.edu](mailto:andrew.maynard@asu.edu)) and copy Lisa Murphy ([lisa.m.murphy@asu.edu](mailto:lisa.m.murphy@asu.edu)) and the point of contact they've been working with in the school within 10 business days.

### **Dismissal Appeal Process – College Level:**

The school provides the college-level designee with a letter recommending dismissal of the student, along with supporting documentation. The designated person or committee within the college reviews the student's appeal. Possible outcomes include:

1. If the student does not appeal within the specified timeline in letter, the college designee will notify the student in writing that they will be recommended to the Graduate College for dismissal.
2. If the student does appeal within the specified timeline in the letter, the college designee will notify the student in writing that the college-level appeal was received and will be reviewed.
3. The college designee notifies the student in writing of a successful appeal. The letter should include any stipulations or restrictions (e.g. if the student is allowed to continue in the program under the condition of academic probation, the letter must outline specifically what the student needs to accomplish and the timeframe to obtain academic good standing).
4. The college designee notifies the student in writing of an unsuccessful appeal and that they will be recommended to Graduate College for dismissal.

**Graduate College Review of Dismissal:**

If the student does not appeal at the college level, or if the appeal is denied, the college designee sends a recommendation for dismissal to the Graduate College along with supporting documentation. Graduate College reviews the case, notifies the student of the final dismissal decision and sends copies of the notification to the school and college.

**GRADE APPEAL and ACADEMIC GRIEVANCE PROCESS**

The College of Global Futures follows the [university policy for grade appeals](#). Outlined on the college's website are the [steps a student can take](#) if they wish to appeal a grade or the results of a defense or exam. This process only applies to courses and programs offered through the College of Global Futures. If the course or program is offered through another unit, the student will need to reference that unit's process. You can find information about which unit offers a course by clicking "Full Class Details" on the course in the course search tool and you will see the unit next to "Offered by".

It is recommended that this process be pursued in the semester following the issuance of the grade in dispute (but before commencement) to protect the student from retaliation. Students who believe they are victims of retaliation should immediately contact the [Dean of the college](#)

## MAXIMUM TIME LIMIT FOR DEGREE PROGRAMS

Graduate students in the Master of Science and Technology Policy degree program may complete the program in 12 months, beginning with Fall semester admission and graduating the following August at the end of the Summer sessions. Students may request to earn their degree in 18-24 months and with continuous enrollment status.

If for any reason there is a need to exceed 1 to 2 years of study in the MSTP degree program, the student would need to seek approval from the Degree Program Chair and Supervisory Committee Members.

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 Advisor, the Degree Program Chair, or the MSTP Graduate Program Academic Advisor.

And remember that the [Graduate College](#) 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 the Graduate College. We suggest you also bookmark these and check frequently for any updates:

- The Graduate Catalog -- <https://catalog.asu.edu/>
- Graduate College Policies and Procedures -- <https://graduate.asu.edu/sites/default/files/asu-graduate-policies-and-procedures.pdf>
- The Current Students page on Graduate College web site -- <https://graduate.asu.edu/>
- Graduation Deadlines and Procedures -- <https://graduate.asu.edu/current-students/policies-forms-and-deadlines/graduation-deadlines>

Students can also visit with a staff member in the **Graduate Enrollment Services Office** (Student Services 112), or call (480) 965-6113.

## **APPENDIX A: FORMS**

- **Applied Project Proposal Form – HSD 593**
- **Curriculum and Graduation Checklist - Permission to Schedule MSTP Applied Project Presentation**

**STUDENT:** Fill out the form, sign and submit this form and your applied project description to your Faculty Advisor/Applied Project Committee Chair as listed on your Plan of Study (iPOS).

**APPLIED PROJECT COMMITTEE CHAIR:** Sign to indicate approval and send the form and project description to the MSTP Degree Program Chair.

**MSTP DEGREE PROGRAM CHAIR:** Sign to indicate your approval and submit the completed form and the applied project description to the MSTP Graduate Program Academic Advisor.

**NOTE:** Students are required to submit the form before they formally start their applied project, and are strongly advised to submit it **no later than the end of the academic term PRIOR to the term during which they register for HSD 593 Applied Project.**

**STUDENT INFORMATION**

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

*\*Per Graduate College Policies and Procedures, students must have a 3.0 GPA or better in all three GPAs in order to graduate. Students can find these GPAs in MyASU under "My Programs," "Science and Technology Policy (MSTP)," "GPA." Use the dropdown to view the GPAs.*

**Attach a description of your planned applied project. This should provide enough information to assess the relevance, feasibility and substance of the proposed project, and should be approximately 3-5 pages long. Include the following sections:**

**Overview:** Describe the topic, issue, or question you are planning to address, including why it is relevant, what is already known, what you intend to do. Cite sources as appropriate to demonstrate you understand the issue or question, and to support your proposed work.

**Project Plan:** Provide a detailed plan for what you intend to do, what your final paper will consist of, your key sources of information are, what your timeline is (with any milestones), including when you intend to complete the project.

**Deliverable:** Describe the anticipated structure of your final paper, and how it will satisfy the requirements of the applied project outlined in the HSD 593 syllabus.

**Policy Relevance:** Include a paragraph explicitly describing how your project relates to science and technology policy, and how it will demonstrate and extend knowledge and competencies you have developed within the program.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**NOTE: The Faculty Advisor who is overseeing your Applied Project should be listed as the Chair on your approved Plan of Study.**

Faculty Advisor Name: \_\_\_\_\_  Approved  Disapproved

Faculty Advisor Signature \_\_\_\_\_ Date \_\_\_\_\_

Program Chair Name: \_\_\_\_\_  Approved  Disapproved

Program Chair Signature \_\_\_\_\_ Date \_\_\_\_\_

**STUDENT:** When the student is ready to schedule the final applied project presentation, this form must be completed (fill in all form fields), signed, and given to the Faculty Advisor/Applied Project Committee Chair listed on the Plan of Study (iPOS). The student and Committee Chair coordinate with the full committee to decide on a day and time to hold the presentation.

**COMMITTEE CHAIR:** Enter the day and time for the presentation on the form, sign, and submit to the MSTP Graduate Program Academic Advisor in the School for the Future of Innovation in Society. The Academic Advisor will secure MSTP Chair approval.

**STUDENT INFORMATION**

<b>LAST NAME</b>		<b>FIRST NAME</b>		<b>M.I.</b>	<b>DATE (00/00/0000)</b>
<b>ASU AFFILIATE ID (10-DIGIT)</b>		<b>ASU EMAIL ADDRESS</b>		<b>ALTERNATE EMAIL ADDRESS</b>	
<b>DATE PLAN OF STUDY WAS APPROVED</b> (Approved Plan of Study must be on file with the Graduate College before the student begins HSD 593)					
<b>GRADUATE COURSEWORK GPA</b>	<b>PLAN OF STUDY GPA</b>	<b>CUMULATIVE GPA</b>	<b>COURSE CREDIT HOURS COMPLETED TOWARDS DEGREE</b>		
<b>POS VERIFIED AGAINST TRANSCRIPT FOR ACCURACY:</b> <input type="checkbox"/>					

**CORE COURSES (6 credits)**

Course		Term/Session/Year Taken	Grade
HSD 501	Science and Technology Policy		
HSD 502	Advanced Science and Technology		

**RESTRICTED ELECTIVES (9 credits) Course**

Course	TITLE	Term/Session/Year Taken	Grade

**ELECTIVES (9 credits)**

Course	TITLE	Term/Session/Year Taken	Grade

**OTHER REQUIRED (3 credits)**

Course	TITLE	Term/Session/Year Taken	Grade
HSD 591	MSTP Professional Development Seminar		
HSD 591	MSTP Professional Development Seminar		

**CULMINATING EXPERIENCE COURSE (3 credits)**

Course	TITLE	Term/Session/Year Registered
HSD 593	Applied Project	

**DAY AND TIME FOR FINAL PRESENTATION:**
**NAME OF THE APPLIED PROJECT EVALUATOR:**

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

Faculty Advisor Name:

 Approved  Disapproved

Faculty Advisor Signature \_\_\_\_\_ Date \_\_\_\_\_

Head of Academic Unit Name\*:

 Approved  Disapproved

Head of Academic Unit Signature \_\_\_\_\_ Date \_\_\_\_\_

NAME OF STUDENT (Last name, first name, middle initial)	10 DIGIT ASU AFFILIATE ID#
DEGREE MSTP	MAJOR Science and Technology Policy
APPLIED PROJECT TITLE	COMPLETION DATE – MM/DD/YYYY

APPLIED PROJECT EVALUATION CHART (enter the score points for each area)				
	AREAS OF PERFORMANCE	Above Expectation (4-5 points)	Meets Expectation (3-3.9 points)	Below Expectation (0-2.9 points)
1.	Identification and framing of a specific science and technology policy challenge or issue	(4-5 points)	(3-3.9 points)	(0-2.9 points)
2.	In depth discussion and analysis of a specific issues related to science and technology policy	(19-20 points)	(17.1-18.9 points)	(10-17 points)
3.	Application of policy-related knowledge, approaches, tools and/or methods	(19-20 points)	(17.1-18.9 points)	(10-17 points)
4.	Quality of the written report	(24-25 points)	(22.1-23.9 points)	(15-22 points)
5.	Quality of oral presentation	(24-25 points)	(21.1-23.9 points)	(15-21 points)
6.	Engagement with instructor and advisors	(4-5 points)	(2.1-3.9 points)	(0-2 points)

**TOTAL POINTS** (minimum 82.5 points required for graduation; see page 2) **GRADE ASSIGNED**

**EXCEPTIONAL RANKING (students who achieve a score of 100)**  YES  NO

NAMES OF CHAIR(S) & EVALUATOR*	SIGNATURES	DATE
CHAIR OR CO-CHAIR #1 (if applicable)		
CO-CHAIR #2 (if applicable)		
EVALUATOR (if applicable)		

\*If the POS committee consists of one Chair who is functioning as the faculty mentor for the applied project, an Evaluator is required. If the POS committee consists of two Co-Chairs, an Evaluator is not required.

NAME OF HEAD OF ACADEMIC UNIT	SIGNATURE	DATE



# Grading

The applied project is graded on the content and quality of the final report produced, the project presentation (including the formal presentation, and responses to questions), and engagement through the process with your project advisor, and where relevant, other experts. Grading is guided by the Applied Project rubric, and addresses six areas:

- **Identification and framing of a specific science and technology policy challenge or issue.** The project should have a clear and well-articulated focus (usually, but not always, in the form of a question that can be addressed through the project), and should demonstrate clear understanding of the nature of the challenge or issue selected. Where the applied project is part of a larger collaboration, there should be evidence of unique and substantive input to identifying the challenges and issues addressed.
- **In-depth discussion and analysis of a specific issue related to science and technology policy.** The project should coherently, logically, and professionally, explore a specific challenge or issue. It should provide well-reasoned insights into the challenge/issue, and forward-looking policy options/pathways.
- **Application of policy-related knowledge, approaches, tools and/or methods.** The project should demonstrate a clear understanding of general principles of, and approaches to, science and technology policy.
- **Quality of the written report.** The report should be formatted where appropriate in APA style, be between 3,000–5,000 words long, and include appropriate citations. It should demonstrate professionalism in writing format and style, show attention to editorial detail, have a logical narrative structure, use coherent and well-developed arguments, and be evidence based. It should demonstrate analytical skills in synthesizing information and developing new insights. The report should be an original piece of work, irrespective of whether the applied project is part of a larger collaboration or not. However, it may include a description of the broader context, scope and outcomes of collaborative work, where necessary.
- **Quality of oral presentation.** Oral presentations should present key aspects of the applied project clearly, concisely and engagingly. The presentation method used should effectively convey information to the audience, without being confusing or distracting. The presentation should describe what the focus of the project was, why this is relevant, how the challenge/issue was addressed, and what the outcomes were (such as new insights, recommendations, resources, tools etc.). The presentation should be understandable by graduate students without specific knowledge of the particular challenge/issue being addressed, or the policy context surrounding it. The presentation should be an original piece of work, irrespective of whether the applied project is part of a larger collaboration or not. However, it may include a description of the broader context, scope and outcomes of collaborative work.
- **Engagement with advisors.** Students should work closely with their applied project advisor, and other experts, professionals, and collaborators where appropriate. This includes meeting regularly and on a timely basis with key people, and providing regular progress updates. Project-specific assignments and drafts should be submitted in a timely manner, and feedback responded to as appropriate.

## Grading Scale

HSD 503 is a letter graded course, and a minimum of a B is required to pass. The break points for grades are:

A-/ A/ A+	90.0-92.4/ 92.5-97.9/ 98- <b>100*</b>
B- /B/ B+	80.0-82.4/ 82.5-87.4/ 87.5-89.9
C/ C+	70.0-77.4/ 77.5-79.9
D	60.0-69.9
E	<60
XE	Failure due to Academic Dishonesty

**\*Students who achieve a score of 100 will be marked as “Exceptional” indicating Professional Level work.**

Grading will be guided by the rubric on pages 3-4

## Project Evaluation

Your project will be evaluated by your project advisor, and an evaluator selected by your advisor. These will use the rubric below to guide their grading. It is important that you work closely with your advisor on early drafts of the report, and that you get the report to both advisor and evaluator on time. Failure to do so may mean a delay in course completion.

### Rubric

	Above Expectation	Meets Expectation	Below Expectation
<b>I. Identification and framing of a specific science and technology policy challenge or issue.</b>	(4 – 5 points) The project has a clear and well-articulated focus, and demonstrates clear understanding of the nature of the challenge or issue selected.	(3 – 3.9 points) The project has a clear focus and demonstrates reasonable understanding of the nature of the challenge or issue selected.	(0 – 2.9 points) The project does not have a clear focus and struggles to demonstrate an understanding of the nature of the challenge or issue selected.
<b>II. In-depth discussion and analysis of a specific issue related to science and technology policy</b>	(19 – 20 points) The project provides an informed well-rounded and highly professional perspective on the issue selected. It includes all relevant information, sources. The report demonstrates a high level of maturity in its analysis and discussion.	(17.1 – 18.9 points) The project provides an informed and well-rounded perspective on the issue selected. It includes important information, and cites key sources. The report demonstrates a maturity of analysis and discussion.	(10 – 17 points) The project provides only a shallow or a partial perspective on the issue selected. It misses key information and perspectives, and fails to cite key sources.
<b>III. Application of policy-related knowledge, approaches, tools and/or methods.</b>	(19 – 20 points) The project demonstrates a clear understanding of general principles of, and approaches to, science and technology policy, as well as a mastery of the specific topic of the applied project. It demonstrates effective use of policy-related knowledge, approaches, tools and. or methods.	(17.1 – 18.9 points) The project demonstrates a reasonable understanding of science and technology policy, as well as a reasonable understanding of the specific topic of the applied project. It demonstrates some effective use of policy-related knowledge, approaches, tools and. or methods.	(10 – 17 points) The project demonstrates limited understanding of science and technology policy, as well as limited understanding of the specific topic of the applied project. It struggles to demonstrate effective use of policy-related knowledge, approaches, tools and. or methods.
<b>IV. Quality of the written report.</b>	(23 – 25 points) The report is professionally formatted (preferably in a APA style), and includes citations as appropriate. It demonstrates a high level of writing ability, shows attention to editorial detail, has a logical narrative structure, uses coherent and well-developed arguments, and is evidence based. It demonstrates a high degree of analytical skills in synthesizing information and developing new insights.	(22.1 – 23.9 points) The report is professionally formatted (preferably in a APA style), and includes citations as appropriate. It demonstrates a competent level of writing ability, shows attention to editorial detail, has a reasonably logical narrative structure, uses coherent arguments, and uses evidence. It generally demonstrates a reasonable degree of analytical skills in synthesizing information and developing new insights.	(15 – 22 points) The report is not professionally formatted. It does not include citations as appropriate. The report does not demonstrate a competent level of writing ability, or show attention to editorial detail; it lacks a logical narrative structure, and struggles to use coherent and well-developed arguments. It lacks analytical skills in synthesizing information and developing new insights.

	<b>Above Expectation</b>	<b>Meets Expectation</b>	<b>Below Expectation</b>
<b>V. Quality of oral presentation.</b>	(24 – 25 points) The oral presentation presents key aspects of the applied project clearly, concisely and engagingly, in a manner and at a level that is understandable by other graduate students in the program. It effectively conveys information to the audience in a logical and understandable sequence, without being confusing or distracting. The presentation describes what the focus of the project was, why this is relevant, how the challenge/issue was addressed, and what the outcomes were (such as new insights, recommendations, resources, tools etc.).	(21.1 – 23.9 points) The oral presentation presents key aspects of the applied project at a level that is generally understandable by other graduate students in the program. It conveys information to the audience in a logical sequence. The presentation describes what the focus of the project was, why this is relevant, how the challenge/issue was addressed, and what the outcomes were (such as new insights, recommendations, resources, tools etc.).	(15 – 21 points) The oral presentation presents some aspects of the applied project but not at a level that is understandable by other graduate students in the program. It does not convey information to the audience in a logical and understandable sequence.
<b>VI. Engagement with advisors.</b>	(4 – 5 points) The student engaged fully with their applied project advisor and responded professionally to feedback. There were successful meetings with relevant policy experts. Draft reports and the final report were submitted to the project advisor and evaluator according to the required schedule.	(2.1 – 3.9 points) The student met regularly with their applied project advisor, and provided regular progress updates. There were limited meetings with relevant policy experts. Draft reports and the final report were submitted to the project advisor and evaluator according to the required schedule.	(0 – 2 points) The student did not meet regularly with their applied project advisor, and did not provide regular progress updates. There were no meetings with relevant policy experts. Draft reports and the final report were not submitted to the project advisor and evaluator according to the required schedule.