**Graduate School Thesis & Dissertation Institute Application Package – December 2017**

**Please read the information on this first page fully**. If you would like to apply to the Thesis & Dissertation Institute, please fill out the application form (the second page). You will find directions for submitting materials below.

**About the Dissertation Institute**

The December 2017 Thesis & Dissertation Institute will be held December 11-15, 2017 in the Creativity Studio in Hunt Library. The Institute is designed to help students learn to write more productively, make progress on their theses/capstones and dissertations, and develop momentum to continue with writing after the Institute. Participants will spend the week in a highly productive work environment that combines short information sessions, extended periods of writing, and one-on-one time with a professional writing consultant.

**Dissertation Institute Requirements**

* The Institute will run for five days (December 11-15, 2017) from 9:00am to 4:00pm. Students are asked to make a serious commitment to the program and to attend fully all five days of the Institute. In applying, you are stating that you are available for the entire period of the Dissertation Institute.
* Doctoral participants must be ABD and must at a stage where they can dedicate a full week to writing their dissertations during the Institute. This time is not designed for data analysis (though students may have only some of their data analyzed for the Institute, as long as they have enough material to write for a full week).
* Master’s participants must be at a stage where they can dedicate a full week to writing their thesis or capstone during the Institute. This time is not designed for data analysis
* Students must bring the materials and tools necessary for productive writing sessions. This includes a laptop or tablet (with power cord), notes, pen, paper, and other materials you may need to work on your dissertation.
* Registration requires an application form (see page 2), an email statement of support from your advisor, and a **fully-refundable** motivational deposit of $50 in the form of a check or money order made out to NC State University.

**How to Complete Your Application**

To reserve your seat at the Thesis & Dissertation Institute, each of the following must be completed. Your application is not considered complete until all application materials are received. Once you have completed the application, you will receive an email to confirm your seat in the Institute.

1. Complete the application form on the following page. This form may be emailed to [thesisdissertationsupport@ncsu.edu](mailto:thesisdissertationsupport@ncsu.edu) or delivered in person to the Graduate School (College of Textiles on Centennial Campus).
2. Your thesis, capstone, or dissertation chair/advisor must email a *brief* statement of support of your participation in the week-long Dissertation Institute. Chairs are asked to fully support their students’ participation by meeting with students prior to the Institute to assess the current state of the dissertation project and set goals for the Institute, as well as to provide feedback on materials produced during the week. Statements of support should be emailed to Karissa Wojcik, Program Coordinator of Thesis and Dissertation Support Services, at [kwojcik@ncsu.edu](about:blank).
3. Submit the required motivational deposit check of $50 made out to NC State University. While the Institute is free, we encourage sustained commitment from participants by asking for a deposit which will be returned, in full, to students upon completion of the Institute. Those failing to complete the program by arriving late, leaving early, or missing one or more days will lose their deposit. Please note that motivational deposits will either need to be sent via campus mail to Box 7102 (attn: Thesis and Dissertation Support Services) or delivered in person to the Graduate School (1020 Main Campus Drive).

**Application Form: December 2017 Thesis and Dissertation Institute**

Your name:

Your department and college:

Your NC State email address:

Advisor(s) name(s):

Anticipated graduation date (eg. Fall 2017):

Working capstone, thesis, or dissertation title:

Please answer the following questions as thoroughly as you can:

1. What stage are you currently at in your writing project? What has your writing process been like so far?
2. At this point, what do you feel are the biggest obstacles to completing your writing project?

1. Have you participated in any workshops, courses, or other programs relating to academic writing, specifically writing of the thesis or dissertation? Briefly describe the programs below.
2. What does your current work plan for completing your capstone, thesis, or dissertation look like? Please write or sketch out your timeline.

**For doctoral candidates**

I certify that I:

1. Am ABD, am at a stage where I can dedicate one full week to writing during the Institute, and will be fully engaged with writing my dissertation at the time of the Institute.
2. Am able to fully attend all five session days of the Dissertation Institute, December 11-15, from 9:00am to 4:00pm each day. I acknowledge that if I do not fully complete the program (arrive late, leave early, or miss a day entirely) that I will lose my motivational deposit of $50.

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Signature (Typed signature accepted for emailed submission) Date

**For Master’s candidates**

I certify that I:

1. Am at a stage where I can dedicate one full week to writing during the Institute, and will be fully engaged with writing my capstone or thesis at the time of the Institute.
2. Am able to fully attend all five session days of the Dissertation Institute, December 11-15, 2017, from 9:00am to 4:00pm each day. I acknowledge that if I do not fully complete the program (arrive late, leave early, or miss a day entirely) that I will lose my motivational deposit of $50.

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Signature (Typed signature accepted for emailed submission) Date