How to Become a Successful Graduate Student

21st August 2017
Goals

- Graduate Studies is to develop in each student an appreciation of knowledge and to provide an intellectual stimulus for advanced study.
Goals

- Graduate education provides students with advanced learning in a specialized discipline or sub-discipline

- Graduate education gives an in-depth understanding such that the student becomes an expert in the sub-discipline
... Goals

- Graduate Studies equips students with advanced skills
  - Problem-solving
  - Writing
  - Oral presentation
  - Technology
Successful Graduate Student

- Successful graduate student is one who gets as much out of the process of graduate studies as possible.
Process of Graduate Studies
Qualities for Success in Graduate School

- Curiosity and exploration
- Self-motivation
- Self-discipline
- Perseverance
- Initiative
... Qualities for Success in Graduate School

- Independence
- Creative
- Hard-working
- Skillful
Proposal

- Written offer to undertake a project for designing, creating something new or for changing or modifying an existing procedure, method, system or structure within a specified period of time
Purposes

- Solve a problem
- Alter a procedure
- Find answers to questions
- Offer advice and training
- Obtaining commercial contracts
- Conduct research on a topic of interest
Types of Proposals

- **Structure**
  - Formal
  - Informal

- **Nature of audience**
  - Internal
  - External

- **Origin**
  - Solicited
  - Unsolicited
Formal and Non-Formal

- Non formal
  - Brief description of suggestions and recommendations
  - Are short and initiate small projects
  - Printed forms, Memo format or letter format

- Formal proposals
  - To initiate projects
  - Require elaborate description and discussion
  - Several sections and sub-sections
Internal and External

- **Internal**
  - To request or implement change
  - Reorganizing departments, expanding facilities, reducing budgets, improving procedures
  - Request policy changes or approval for funds

- **External**
  - Are written to audiences outside of own organization
  - May be preceded by an executive summary
  - May be a response to a request for proposal
Solicited

- Are written in response to a request for a proposal
- Are usually written according to close specifications dictated by the audience

Unsolicited

- Written without any request for proposal
- Are initiated by the organization that is attempting to obtain change or funding
- Are designed to convince the audience that the change or funding is in the best interest of both parties
Elements of Proposal

- Cover page
- Abstract
- Problem statement/needs assessment
- Objectives/specific aims
- Methodology/research plan/management
- Qualifications/technical plan
- Budget and budget justification
- References
A Proposal
For
TITLE
Submitted to
Name of the recipient
By
Proposers name
Designation
Name of the organization

Date

21/08/2017
Abstract

- A summary of given words
  - Should follow the same structure as the paper
  - Should provide comprehensive summary of study

- Types
  - Short Abstract
  - Extended Abstract (500 words to 2 pages)
Structure of Abstract

- Introduction/Background
- Theoretical Issues
- Objective(s)
- Sources of Data
- Method(s) of analysis
- Results
- Conclusion(s)/Recommendations
Problem or Need Statement

- Identify and define problem or need
- Indicate importance or significance (show work done and its inadequacy in present circumstances)
- Define scope and limitations of project
Objectives

- Objectives are short-term goals

- Explicit statements describing in concrete terms what you intend to achieve
... Objectives

- To be short, precise and focused
- Could be general or specific – depending upon focus
- Choice and use of words
- Respecting the acronym SMART
Methodology

- Approach
  - Quantitative
  - Qualitative

- Source(s) and nature of data
  - Primary
  - Secondary

- Sampling procedure

- Method(s) of data collection
Demonstrate to the reader that you are capable of doing what you propose

Most proposals contain a summary of the proposing individual's or organization's qualifications to do the proposed work

This section lists work experience, similar projects, references, training, and education that shows familiarity with the project
... Qualification, Technical Plan

- Describe technically how the proposal would solve the problem
- Available resources, including key personnel and technical resources.
- Describe organization, its purpose, goals and programmes
- Specify the instruments, equipment and materials that would be needed and how all they be utilized
Budgeting

- Itemize and account for costs
- Budget should flow from your project plan
- Justify budget items
- The estimate should be realistic and logical
References

- This should be the works cited
- As much as possible, 70% or more should be in the last 5 years
- Follow the format prescribed if any
Thank you