

# IDM PreThesis Assignment Guidelines

Here you will find guidelines and rubrics for the assignments due each week. This information is supplemental to the information in the [Syllabus](#), [Project Guidelines](#), and [Paper Guidelines](#)

## Due Week 1 (9/12/22)

1. Prepare a 3 minute, 3 slide presentation covering your past projects, current interests and ideas for thesis

[ungraded]

## Due Week 2 (9/19/22)

1. make a folder for yourself (FirstName\_LastName) in our [Deliverables](#) folder. This will be your homework folder moving forward
2. upload an image of your worksheet (.png or .jpg), named according to our naming scheme, in this homework folder

[ungraded]

3. start a reading list. This should be a google doc or spreadsheet of links or references, where you start collecting all the things you might want to read as background material for your project. There should be at least 10 items (you don't have to have read all of them). Drop this reading list in your homework folder.

Grading Rubric:

reading list	category		points
	content	Was there a wide range of secondary sources such as books, academic journals, periodicals, web sources, and catalogs, from a wide range of publication dates?	5

4. prepare a 6 minute, 6 slide presentation that expounds on the ideas that you generated during the workshop. This is the idea explosion phase! You can refer to the [Project Guidelines](#) for more information about the types of projects that usually come out of IDM

Theses. I suggest you structure your presentation around the items in the Project Brief (where/who, what, how, why) as outlined in the [Syllabus](#) though remember that at this time you're not trying to hone in on a single idea, but generate a bunch of them.

Grading Rubric:

pitch 1	category		points
Research Quality	content	Was there a wide range of secondary sources such as books, academic journals, periodicals, web sources, and catalogs, from a wide range of publication dates?	1
	context	Did the presenter relate the information back to a broader context and demonstrate cultural relevance?	1
	analysis	Did the presenter make connections, identify gaps and next steps in their research findings and process?	1
Presentation Quality	polish	was the composition of slides well thought out and effective visual communication?	1
	organization	Was the presentation clearly organized and did the sequence of slides support the articulation of the presenter's thought process?	1

#### Due Week 4 (10/03/2022)

1. review the Collaborative Research topics in our Class Slides. Reach out this week to any faculty members leading projects you are interested in to schedule a conversation.
2. Make an appointment with your instructor for office hours next week
3. prepare a 6 minute, 6 slide presentation that hones in on the ideas that you generated during last week's mind mapping workshop. This is the idea refining phase, so be as specific as you can. You can refer to the [Project Guidelines](#) for more information about the categories of projects, you should start having an idea as to what category you are leaning to. Structure your presentation around the items in the Project Brief (where/who,

what, how, why) as outlined in the [Syllabus](#) with the idea of honing in on the specifics of your idea.

pitch 2	category		points
Research Quality	content	Was there a wide range of secondary sources such as books, academic journals, periodicals, web sources, and catalogs, from a wide range of publication dates?	1
	context	Did the presenter relate specific information back to a broader context and demonstrate cultural relevance?	1
	analysis	Did the presenter define specific research areas, and refine their ideas and context since the last presentation?	1
Presentation Quality	polish	was the composition of slides well thought out and effective visual communication?	1
	organization	Was the presentation clearly organized and did the sequence of slides support the articulation of the presenter's thought process?	1

- prepare your Annotated Bibliography to discuss in office hours next week. This should be at least 10 references, cited in MLA format, with a two to five sentence summary of the takeaway and how it relates to your project. If you have still multiple project ideas, these 10 references can span those projects.

annotated bibliography	category		points
	content	Was there a wide range of secondary sources such as books, academic journals, periodicals, web sources, and catalogs, from a wide range of publication dates?	2
	summary	was the summary succinct, informative, and clearly outlines how the reference relates to the project?	2
	format	were the references cited in MLA format?	1

## **Due Week 5 (\*Tuesday\* 10/11/2022)**

This week your Project Brief Draft is due. This brief should follow the following:

### **1. Content**

The brief should cover, in narrative text (no bullet points), the following items:

*Title*

*Research Statement*

In one sentence, summarize your research goal.

*Where and Who:*

Conceptually speaking, where is this project situated? What existing contexts are you responding to? What existing sociopolitical concerns, domains of research, creative practices does it relate to? Who are the stakeholders? What is the background in the field? How do you contextualize it with respect to the prior work in this field? (refer in this section to at least 3 references in your reading list)

*What:*

What are you making? Is it an object, a book, a movie, a product? What category do you place your work in? (refer to the [Thesis Project Guidelines](#) for category descriptions)

*How:*

How are you executing your project? What are the methods and methodologies you are using? What are the resources you will need, and what is your timeline?

*Why:*

Why did you decide to do this project? Why is it important to you and/or others? How will you determine that it was successful? What are the metrics you will use?

*References:*

Include several references with citations in the above sections to contextualize your project.

This is the first draft towards a clearly defined project description in scope, methods, and purpose, due 10/18/22.

### **2. Format**

- The entire brief should be formatted to fit on one tabloid size page. You may include any amount of visual materials to complement your text
- For the draft: make a Google doc with your text in your Deliverables folder to allow for suggested edits and comments. You may accompany this with a pdf to show your intended layout.

- For the final draft due 10/18/22: make a pdf (tabloid format) and drop it in your Deliverables folder. You must bring a printed copy to class.

### Rubric

Since this is a draft, you are graded with a completion grade, full points if your brief includes each section required

	<b>brief draft</b>	<b>category</b>		<b>points</b>	
		research statement	completion grade	1	
		where and who	completion grade	1	
		what	completion grade	1	
		how	completion grade	1	
		why	completion grade	1	

## Due Week 6 (Monday October 17th)

### 1. Project brief.

#### a. Content

Please refer to Week 5 for content outline. This document is designed to be a standalone explanation of your project, intended for a reader who knows nothing about it.

#### b. Format

- The entire brief should be formatted to fit on one tabloid size page. You may include any amount of visual materials to complement your text
- make a pdf (tabloid format) and drop it in your Deliverables folder. You must bring a printed copy to class.

brief	category		points
	research statement	is this statement detailed enough to understand what the full depth and breadth of the project is?	2
	where and who	how clearly to you contextualize your project, both conceptually and concretely?	2
	what	how clearly do you detail what you are going to make, or if that will unfold with the research, how well do you outline the potential outcomes?	2
	how	how clearly do you outline your research approach?	2
	why	do you cover personal goals, intellectual merit as well as broader impact of your work?	2
	editing and proofreading	how carefully is your writing edited and proofread? is your style clear, concise and precise?	2
	polish	how well do the various elements of your brief fit together? are there clear relations and transitions between sections? if you are presenting visual material, how well does it support your text? how well thought out is the design and layout?	3

## 2. Video pitch

Record a 6 minute video of your project pitch. We suggest doing so by starting a Zoom call with just yourself, sharing your screen, and recording while you deliver your presentation. You may of course edit in any original footage, animations, or other video or visual content you have created.

This video is intended for an audience who knows nothing about your project.

pitch 3		category		points
Research Quality	content	Was there a wide range of secondary sources such as books, academic journals, periodicals, web sources, and catalogs, from a wide range of publication dates?		1
	context	Did the presenter relate specific information back to a broader context and demonstrate cultural relevance?		1
	analysis	Did the presenter define specific research areas, and refine their ideas and context since the last presentation?		1
Presentation Quality	polish	was the composition of slides well thought out and effective visual communication?		1
	organization	Was the presentation clearly organized and did the sequence of slides support the articulation of the presenter's thought process?		1

- drop both of these in your Deliverables folder, and also submit link to them using this [form](#)
- use this [form](#) to submit your preferences for your Faculty Advisor

## **Due Week 14 (Monday, December 12th) - final presentation**

Your final presentation will be a 6 minute video presentation. The intended audience for this presentation is your faculty advisor, so you can assume they are familiar with the design theory you will be presenting. This video can be a slide show combined with video footage if relevant to your project. Roughly, the presentation should cover:

- 1.5 min - background research
- 3 min - work in progress / prototype
- 1.5 min - next steps

This timing is flexible, but the most important message in this presentation is the Work in Progress section which should be no less than 3 min.

Checklist for this presentation:

- Introduction and Background (1.5 minutes) (be as succinct and thorough as possible)
  - 1 liner research statement (updated from brief)
  - Summary of background with citations (can be a visual summary)
  - Relevance and justification/motivation
- Process and prototype (3 minutes)
  - Methodology with citations
  - Work in progress: include videos, photographs, documentation of prototypes and process
- Next steps (1.5 minutes)
  - Timeline (e.g. Gantt chart)
  - Goals: What does the professional outcome of this project look like
  - Open questions and challenges



Final Presentation Schedule:

Advisor	Time	Room (in person students)	Zoom link (remote students)
Amy Hurst	5 - 6:20pm	Ability Project Classroom	<a href="https://nyu.zoom.us/j/93071069112">https://nyu.zoom.us/j/93071069112</a>
Luke Dubois	6 - 7:20pm	<a href="https://nyu.zoom.us/my/rldubois">https://nyu.zoom.us/my/rldubois</a>	
Mark Skwarek	6 - 7:20pm	312	<a href="https://nyu.zoom.us/j/96254356013">https://nyu.zoom.us/j/96254356013</a>
Ahmed Ansari	6 - 7:20pm	308	<a href="https://nyu.zoom.us/j/93074627312">https://nyu.zoom.us/j/93074627312</a>
Todd Bryant	6 - 7:20pm	307	<a href="https://nyu.zoom.us/j/96617569614">https://nyu.zoom.us/j/96617569614</a>
Tega Brain	6 - 7:20pm	311	<a href="https://nyu.zoom.us/j/92055711035">https://nyu.zoom.us/j/92055711035</a>
Elizabeth Henaff	6 - 7:20pm	325	<a href="https://nyu.zoom.us/j/95763222975">https://nyu.zoom.us/j/95763222975</a>
De Angela L. Duff	7:30 - 8:50pm	312	<a href="https://nyu.zoom.us/j/96254356013">https://nyu.zoom.us/j/96254356013</a>
Regine Gilbert	7:30 - 8:50pm	308	<a href="https://nyu.zoom.us/j/93074627312">https://nyu.zoom.us/j/93074627312</a>
Magdalena Fuentes	7:30 - 8:50pm	307	<a href="https://nyu.zoom.us/j/96617569614">https://nyu.zoom.us/j/96617569614</a>
Benedetta P	7:30 - 8:50pm	311	<a href="https://nyu.zoom.us/j/92055711035">https://nyu.zoom.us/j/92055711035</a>
Carla Gannis	7:30 - 8:50pm	325	<a href="https://nyu.zoom.us/j/95763222975">https://nyu.zoom.us/j/95763222975</a>

<b>final presentation</b>	<b>category</b>		<b>points</b>
<b>Research Quality</b>	outcomes	Clear research direction Thoughtful planning Concrete materialization of concept or vision	3
	context	Did the presenter relate specific information back to a broader context and demonstrate cultural relevance?	3
	process	Practical/ logistical progress Useful technical experimentation	10
<b>Presentation Quality</b>	polish	was the composition of slides well thought out and effective visual communication?	2
	organization	Explains methodology Articulates planned outcomes	2

Your final paper will include the Introduction and Background sections. Please see the [Thesis Paper Guidelines](#) for information on these sections.

Student	
Reader	
<p><i>Please highlight the appropriate score for each section, and add comments as needed.</i></p> <p><i>The point scale is below, with an example of an "acceptable" grade. If you do not feel you can evaluate a given section, please leave blank.</i></p>	
excellent	good
acceptable	poor
nonexistent or	



<b>BACKGRO UND</b>	<b>source summary</b>	How thoroughly and clearly do you describe the texts in terms of content, coverage, tone, audience, relevance, etc					
		grade:	5	4	3	2	1
		comment s:					
	<b>source analysis</b>	how clear and intellectually rigorous is your analysis? How successfully does the paper's organization follow through on the logical articulation?					
		grade:	5	4	3	2	1
		comment s:					
	<b>synthesis</b>	how well do you support your claims as to how the texts cited form a paradigm in which you are positioning your work? How deft are you at stitching together ideas across mediums and times to create this picture, and how do you relate your work to this context?					
		grade:	5	4	3	2	1
		comment s:					