**Conflict and Dispute Resolution Master’s Program**

**Thesis and Terminal Project Guidelines   
for Advisors & Committee Members**

Thank you for agreeing to be a Thesis or Terminal Project Advisor or Committee Member for a student in the University of Oregon’s Conflict and Dispute Resolution (CRES) Master’s Program.

Below, please find a guide for CRES Advisor and Committee Members, including responsibilities and information on the CRES timeline and oral defense processes (this document can be found online at <https://law.uoregon.edu/cres/requirements/final-project>). This document contains excerpts from the CRES Thesis and Terminal Project Guidelines document for students. Please contact the CRES Program Director or the CRES Faculty Director (see [CRES Program Contacts](#_CRES_Program_Contacts) section below) if you would like a copy of the student Guidelines document or if you have questions or concerns.

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# CRES Final Project Option Overview

To graduate with a CRES master’s degree, each student must complete and successfully defend a CRES final project. The CRES final project may take one of three forms:

1. **CRES 611 Terminal Project**A practical applied project accompanied by a 20+ page report on the project and an oral defense. Students must also take CRES 650 Capstone Seminar. See the CRES Thesis & Terminal Project Guidelines document on MyLaw for more information. (Note: For members of Cohort 9 and earlier, Terminal Project may also take the form of a formal academic paper.)
2. **CRES 503 Thesis**A formal academic paper (40+ pages) which conforms to the Division of Graduate Studies thesis requirements and an oral defense. Students must also take CRES 650 Capstone Seminar. See the CRES Thesis & Terminal Project Guidelines document on MyLaw for more information.
3. **Course Concentration**

Successful completion[[1]](#footnote-1) of a set of 3 to 4 courses (totaling at least 9 credits) selected to build specific expertise in subject matter outside of the conflict-resolution field that will substantially advance a student’s ability to extend or apply conflict resolution theory or practice into a domain in which conflict occurs. Students must also take the 1-credit CRES 651 Academic Capstone course, during which students will write a 10+ page summary report and do their oral defense. See the CRES Course Concentration Guidelines document on MyLaw for more information.

The goals of the final project are for students to learn about an issue in substantial depth, apply or learn analytical or applied skills, write a concise professional report, and deliver an oral presentation of their findings. The final project may contribute new knowledge to the field, review and assess current knowledge, or provide the student with domain-specific expertise in a particular area. The experience and paper should serve as a valuable step in students’ paths toward the careers of their choosing. Students are strongly encouraged to use their final project to explore directions that will support their overall goals.

Each student will work under the supervision and with the support of an advisor to be selected by the student (see the appropriate Guidelines document for advisor/committee requirements specific to final project type). Students who intend to use human or animal subjects (interviews, surveys, etc.) must gain advance approval to ensure that University requirements are met. To successfully complete the final project, all students must defend their Thesis, Terminal Project, or Course Concentration (see the appropriate Guidelines document for more information).

Students are expected to begin their final project work no earlier than the Spring Term of their first CRES year. Students should not expect to complete final project work/credits within a single term. In fact, students typically register for credits over the course of two or more terms, and students pursuing the Course Concentration must complete 50% or more of their total planned concentration-specific credits before their graduation term. All students must be enrolled for a minimum of 3 graduate credits in their graduation term (unless otherwise approved by the Division of Graduate Studies).

All successfully completed final projects will become part of the CRES program collection. Additionally, terminal projects may be added to the UO Jaqua Law Library permanent collections and/or the UO digital repository known as the University of Oregon Scholars' Bank. Thesis manuscripts become part of the University of Oregon Library collection and are added to Scholars' Bank. Completed final projects are available for check out (both in digital and hard copy) by CRES faculty and students. The CRES Program reserves the right to make final projects available electronically to the general public unless previous arrangements have been made.

# Thesis and Terminal Project Details

## CRES 611 Terminal Project

These are practical projects that focus on the application of practice-oriented learning. These may involve the design of a practical project, or they may also encompass implementation of the project. Project design and implementation must be done with advisor supervision. Examples of projects include (but are not limited to) the design and documentation of a systems-level dispute resolution instrument, the creation of a handbook, the creation and delivery of a curriculum, or an extended program evaluation based on the student’s internship experiences.

Practical projects **must** be accompanied by a summary report (minimum 20 pages, double-spaced) that covers the following topics:

* Description of project
* Methodology/Approach
* Rationale
* Linkage to literature**[[2]](#footnote-2)**
* Outcomes
* Implications for further research or practice/future directions/lessons learned

While practical project summary reports do not require formal academic formatting, documentation and formal references to the guiding principles/theories/authors that informed the project work are expected.

CRES 611 Terminal Project credits are “Pass/No Pass.” Students must complete a total of at least 9 credits. Students typically register for terminal project credits over the course of two or more terms. This amount of time is necessary in order to complete all the steps required from project scoping and research/data gathering to writing, revision, and defense. Students intending to graduate at the end of spring term should begin working on their final project in earnest no later than the fall of that academic year. Students must be enrolled for a minimum of 3 graduate credits in the term in which they will graduate. Students are also required to enroll and successfully complete the CRES 650 Capstone course which is offered each fall term.

## CRES 503 Thesis

The thesis option is a formal theoretical academic paper which involves the exploration of a fundamental research question. The paper may take the form of a literature review, policy paper, academic article, or other approved form. Students who hope to build careers in academia or plan to pursue a Ph.D. education may be especially interested in the thesis option.

Theses adhere to a standard Division of Graduate Studies format, generally including five basic chapters or divisions:

* Introduction and statement of the research question
* Review of the pertinent literature
* Explanation of the materials and methods used to examine the research question
* Presentation and discussion of results
* Conclusion

Though quality, not quantity, is the important measure, theses should be 40-pages (double-spaced) at minimum. Citations must be provided for claims made for substantiation, as well as for reference. It is better to over-cite than under-cite.

Thesis manuscripts become part of the University of Oregon Library collection, and they must conform to Division of Graduate Studies guidelines.

Your advisor, CRES Faculty Director, and the CRES Administrative Team will help guide you through the steps involved in completing a thesis, and students should familiarize themselves with the UO Division of Graduate Studies’ thesis website (see below).

Please note that, while this document outlines the basic requirements for thesis work, the Division of Graduate Studies – not the CRES program – governs the rules and procedures for theses. The Division of Graduate Studies reviews and updates thesis requirements periodically, so students should check the Division of Graduate Studies website to verify requirements. As the [Division of Graduate Studies website](http://gradschool.uoregon.edu/policies-procedures/masters/thesis-terminal-project) explicitly states, “Students writing a thesis are responsible for familiarizing themselves with the Division of Graduate Studies requirements for the thesis option.”

Three useful Division of Graduate Studies thesis links are:

* <http://gradschool.uoregon.edu/policies-procedures/masters>
* <https://gradschool.uoregon.edu/thesis-dissertation>
* https://gradschool.uoregon.edu/academics/policies

CRES 503 Thesis credits are “Pass/No Pass.” Students must complete a total of at least 9 credits, and students typically register for thesis credits over the course of two or more terms. This amount of time is necessary in order to complete all the steps required from project scoping and research/data gathering to writing, revision, and defense. Students intending to graduate at the end of spring term should begin working on their final project in earnest no later than the fall of that academic year. Students must be enrolled for a minimum of 3 graduate credits in the term in which they will graduate, which must include least one CRES 503 Thesis credit. Students are also required to enroll in and successfully complete the CRES 650 Capstone course, which is offered each fall term.

# Advisor and Committee

A CRES terminal project or thesis committee is composed of the chair of the student’s committee and at least one other committee member. A committee may include a third member who possesses expertise and experience in the subject area, such as a practitioner, a researcher, or a faculty member from UO or elsewhere. While terminal project and thesis committee chairs are referred to as advisors throughout this document, please note that academic advising questions should be directed to the CRES Program Director, CRES Program Manager, or CRES Faculty Director.

CRES **terminal project** and **thesis** advisors must be current CRES instructors or current full-time University of Oregon (UO) faculty unless otherwise approved by the CRES Faculty Director and UO Law Associate Dean of Academic Affairs. **Thesis** and **terminal project** committee members may be selected from among the CRES faculty and UO faculty. With the approval of the CRES Faculty Director and the CRES Program Director, a committee member may also include an individual who does not meet these criteria.

The role of the thesis or terminal project advisor and committee member(s) is to partner with the student in identifying and clarifying the research topic, to guide the student’s research, and to assist the student in producing quality work. Though the main responsibilities for quality and completion are on the student, the advisor and committee member(s) also have responsibilities. Some of these are defined in the sections below.

## Advisor Responsibilities

In considering who might be a suitable advisor, students should consider working styles, experience, and expertise relevant to their focus subject. It is helpful if the advisor has some knowledge of and experience with the sector of practice within which the student’s subject matter falls. The advisor must have the time and willingness to fulfill the responsibilities of committee chair. An advisor does not need to be experienced in every aspect of the subject; the student will be able to secure additional expertise in the selection of other committee member(s).

As chair of the thesis or terminal project committee, an advisor will:

* Assist in developing a student’s proposal and clarifying the topic, research question, or final project structure.
* Provide guidance on research methodology and literature review.
* Complete the CITI human subjects training as necessary per UO requirements (<https://research.uoregon.edu/manage/research-integrity-compliance/human-subjects-research/human-subjects-education-requirement>).
* Provide support in structuring the paper or project (for example, development and order of chapter headings or project implementation).
* Help identify other committee member(s) and clarify their role(s).
* Be available for consultation and support during the progress of the student’s work.
* Refer the student to the CRES Program Director, CRES Faculty Director, UO Tutoring & Learning Center, or other resource(s) if writing/grammar/format coaching is appropriate.
* Enter grades (Pass, No Pass or Incomplete)in DuckWeb at the end of each term during which the student is registered for thesis or terminal project credits.**[[3]](#footnote-3)**
* Review and comment on draft chapters.
* Provide several rounds of feedback on thesis or project drafts prior to approving the student to schedule the oral defense.
* Participate in scheduling the oral defense provided that no additional major changes are required in the student’s thesis or terminal project.
* Conduct the oral defense.
* Provide final reading and approval of thesis or terminal project work product
* Assign and enter final grades (Pass/No Pass) in DuckWeb once the thesis or terminal project work is complete.**[[4]](#footnote-4)**

## Committee Member Responsibilities

Students will choose additional committee member(s) after they have secured an advisor. The second committee member should have some experience or expertise relevant to the subject matter or area of investigation of the student’s terminal project or thesis. A third committee member may be selected if there is someone who the student believes will be of particular help because of their expertise or experience. Additional committee members can be selected from among the CRES and UO faculty. Or, with the approval of the CRES Faculty Director and the CRES Program Director, they may be someone who is not a UO faculty member.

The responsibilities of additional committee member(s) will vary according to the committee. If one committee member possesses particular expertise, the student might rely on that committee member for guidance throughout the course of their research or project development. Draft chapters of the student’s project may be circulated to all committee members for review and comment or only to the advisor with only completed chapters going to other committee member(s). At the very least, committee member(s) will provide at least one round of feedback on the final draft before the oral defense, will help ensure that the defense is scheduled only if no additional major changes are required in the thesis or terminal project, and will participate in the oral defense to approve the student’s terminal project or thesis. Committee members may also work with a student’s advisor to refer the student to the CRES Program Director, CRES Faculty Director, or the UO Tutoring & Engagement Center if writing/grammar/format coaching is appropriate.

## Student-Advisor Interaction Recommendations

It is important that the student, advisor, and committee member(s) be clear about expectations from the beginning. Possible discussion topics include:

* Availability during the terms in which the student will be working on their thesis or terminal project, especially in the term the student plans to complete this (for example, will you be away for fellowships, sabbaticals, summer availability, or research travel?)
* Student expectations of advisor or committee member
* Student expectations of themselves
* Advisor or committee member expectations of the student
* Expectations of how committee members prefer to work and communicate with each other and the student
* Frequency of meetings or emails with advisor and committee member(s)
* Expected dates for distribution of drafts to advisor and committee
* Reasonable expectation of number of days for advisor and committee member(s) to read and return drafts with comments
* Expectations regarding condition of drafts and grammar/style issues
* Citation format that best fits the thesis or terminal project (APA, MLA, etc.)
* CRES and Division of Graduate Studies (thesis only) deadlines and the Terminal Project / Thesis Planning Worksheet
* Oral defense format and expectations

The student is ultimately responsible for deadlines and for keeping the committee informed. Make sure that the student is respecting your time and their own by observing the following:

* Delivering and scheduling reviews of their work on a regular basis.
* Understanding that finished products require several drafts, reviews, and revisions.
* Maintaining reasonable expectations. For example, it is unreasonable to expect a committee member to review and comment on a draft in less than ten days unless special arrangements are made.

# Timeline Information

Deadlines may vary depending on the combination of degrees that the student is working toward and whether they are writing a thesis or a terminal project. Each student must confer with and negotiate a detailed timeline with their advisor and committee member(s) in order to work within the constraints of the committee members’ schedules and meet the deadlines explained below. Students should expect to spend at least one term planning, researching, and data gathering before submitting a complete or partial draft of their thesis or terminal project to their committee.

## CRES Deadlines for Terminal Project & Thesis

**Prior to Graduation Term:** Students must submit a finalized Thesis/Terminal Proposal Approval and proof of Research Compliance/IRB waiver or protocol approval (see [Research Compliance](#_Research_Compliance) below) to the CRES Program Manager before their graduation term. Students will not be cleared to register for their final thesis or terminal project credits until these requirements are complete.

**Graduation Term:** Unless exceptions are specifically discussed and agreed upon with all committee members in advance, students must:

1. Submit a first draft of their terminal project or thesis to their committee no later than the beginning of the 1st week of the term of graduation.
2. Schedule their oral defense by the end of the 5th week of the term.
3. Submit a final draft to committee members by the end of the 6th week of the term. Complete their defense before the end of the 8th week of the term.
4. Turn in the committee-approved copy of the final project are to CRES by the end of the 11th week (Finals week) of the term.

For specific academic dates, see [Deadline Dates](#_Projected_2012-13_CRES_1), below.

If a student aiming to complete a CRES Terminal Project or Thesis does not meet the CRES deadlines for first draft, final draft, or oral defense, the student will need to add an additional term to graduate unless the student, advisor, and committee member(s) agree upon a plan that outlines how remaining deadlines will still be met. If students do not meet the final deadline to submit the committee-approved copy of their work, they will be required by CRES to add an additional term to finish. Students for whom an additional term is necessary must register for a minimum of three credits during the term in which they plan to graduate.

## Additional Division of Graduate Studies Thesis Deadlines

Please note that students who are completing a thesis must meet the UO Division of Graduate Studies rules and deadlines **in addition** to those outlined for the CRES Program above. Students who choose to write a thesis must abide by the rules defined by the UO Division of Graduate Studies. Each step below has a deadline, and the dates for these deadlines vary from one academic year to another. For exact dates, students should refer to the Division of Graduate Studies’ Deadlines for Completion of Degree Requirements (<https://gradschool.uoregon.edu/academics/completing-degree/masters-degree-deadlines>) for their planned graduation term.

1. No later than the Monday of week 11 of the planned graduation term or other published deadline, students must upload their thesis and submit the thesis/dissertation approval form to the Division of Graduate Studies.
   1. <https://gradschool.uoregon.edu/academics/thesis-dissertation/etd-submission>
   2. Please note, this form requires original signatures of both the student and advisor.
2. The student will receive an email from the Division of Graduate Studies editor within 1-3 weeks to inform them of any required corrections. The student will then have 1 week to make the required changes and upload the revised document.
3. If the Division of Graduate Studies editor requests changes, the student must resubmit the final version of the thesis to CRES.

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| 2020-21 CRES Graduation Term Deadline Dates: Terminal Project & Thesis | | | | |
|  | **Fall 2020** | **Winter 2021** | **Spring 2021** | **Summer 2021** |
| Initial draft due to committee: Week 1 | 9/29-10/2 | 1/4-1/8 | 3/29-4/2 | 6/21-6/25\* |
| Submit application to graduate: Week 2 | 10/9 | 1/15 | 4/9 | 7/2\* |
| Schedule oral defense: Week 5 | 10/30 | 2/5 | 4/30 | 7/23\* |
| Final draft due to committee: Week 6 | 11/6 | 2/12 | 5/7 | 7/30\* |
| Oral Defense complete: Week 8 | 11/20 | 2/26 | 5/21 | 8/13\* |
| Submit Thesis to Grad School: Finals Week | 12/7 | 3/15\* | 6/6\* | 8/30\* |
| Final copy of Thesis/Term Project due to CRES: Finals Week | 12/11 | 3/19 | 6/10 | 9/3\* |
| 2021-22 CRES Graduation Term Deadline Dates: Terminal Project & Thesis | | | | |
|  | **Fall 2021** | **Winter 2022** | **Spring 2022** | **Summer 2022** |
| Initial draft due to committee: Week 1 | 9/27–10/1 | 1/3–1/7 | 3/28–4/1 | 6/20–6/24\* |
| Submit application to graduate: Week 2 | 10/8 | 1/14 | 4/8 | 7/1\* |
| Schedule oral defense: Week 5 | 10/29 | 2/4 | 4/29 | 7/22\* |
| Final draft due to committee: Week 6 | 11/5 | 2/11 | 5/6 | 7/29\* |
| Oral Defense complete: Week 8 | 11/19 | 2/25 | 5/20 | 8/12\* |
| Submit Thesis to Grad Studies: Finals Week | 12/6 | 3/14\* | 6/6\* | 8/29\* |
| Final copy of Thesis/Term Project due to CRES: Finals Week | 12/10 | 3/18 | 6/10 | 9/2\* |

\*Dates are tentative. Confirm with the Division of Graduate Studies.

### **Grading**

Each term, the advisor or instructor of record will assign a grade of Pass for students making satisfactory progress toward the completion of their thesis or terminal project..For information on how to enter grades, see the UO Registrar’s website: <http://registrar.uoregon.edu/help/how-to-enter-grades-via-duckweb>. Questions regarding grade entry can be addressed to the CRES Program Manager.

For final grading of terminal projects, committee members must agree that the terminal project is complete after the oral defense, and the final version must to be submitted to the CRES Program Manager. Then, the CRES Program Manager will contact the student’s advisor and ask that each term’s Incompletes be replaced with Passes.

In the case of a thesis, the UO Registrar’s Office will change thesis credit Incompletes to Passes once the thesis has been edited and accepted by the Division of Graduate Studies.

# Research Compliance

UO Research Compliance Services (RCS) has four key services: assisting researchers in disclosing and managing financial conflicts of interest, training and education in research ethics and research compliance, assessing and investigating allegations of research misconduct, and protecting the rights and welfare of human subjects in UO research. RCS can also refer students who may be working with animals to the appropriate offices and resources to learn more about animal care, use program, and the process for submitting an animal use protocol application. All student researchers and their advisors must take the CITI human subjects training (<https://rcs.uoregon.edu/content/human-subjects-education-requirement>).

If, after taking the training, both advisor and student agree that no human subjects will be affected as part of the student’s thesis or terminal project (e.g. research-only), the advisor may send an email to the CRES Program Manager confirming this fact. However, if students plan to conduct interviews or surveys as part of their thesis or terminal project, they must also contact RCS to see if their project requires review by the UO’s Institutional Review Board (IRB) (<http://rcs.uoregon.edu/content/determine-if-your-project-requires-irb-review> ). Students must receive approval from RCS, either in the form of an email stating that no review is required or in an IRB protocol approval, **before** they begin to collect their data.

If review is necessary, it is standard for RCS processing to take **4-8 weeks**. If students plan to start interviews in Winter Term (in order to write and revise their final project in time for a Spring graduation), they should submit their RCS application early in Fall Term. Additional detail on RCS Applications is provided in the CRES Thesis and Terminal Project Guidelines document.

Please note that, in addition to the above, if students plan to do interviews within an agency (domestically or internationally), they need to obtain written permission from that agency’s leadership, demonstrating that the agency is aware of the research and your plans to use the data. Students can discuss the feasibility of their study with an agency before they receive research compliance clearance though they may not gather data until they have received IRB approval.

For specific timelines, contact details, and additional information, refer to the website of Research Compliance Services: <http://rcs.uoregon.edu/>.

# Oral Defense

The oral defense is an opportunity for student and committee to have a final collegial conversation about the work the student has been involved in, its relevance to the field, its success in relation to the student’s objectives, and what the student has learned from the undertaking. By tradition, oral defenses are open to the community and are announced (title, time/date, and place) to current CRES students, alumni, and faculty via email, social media, LinkedIn, and MyLaw. Thesis/terminal project oral defenses are scheduled for 90 minutes to allow for committee discussion and feedback though some oral defenses may be completed in less time.

While minor revisions and improvements may be discussed, neither students nor committee members should expect to discuss any major revisions to the document at the oral defense; all major changes should be completed prior to the oral defense draft.

Before the oral defense:

* By week five of the student’s graduation term, students will work with their committee to schedule a 90-minute time block for their defense.
* Students will confirm this date and time by submitting a Final Project Oral Defense Scheduling form (via [MyLaw](https://shibboleth.uoregon.edu/idp/profile/SAML2/Redirect/SSO?execution=e2s1)) which will be approved electronically by the final project advisor. Advisors will receive an email, inviting them to review and approve the student’s Final Project Oral Defense Scheduling Form.

On the day of the oral defense:

* The student will give a 15–30 minute presentation on the thesis or terminal project in accordance with the expectations discussed in advance by the student and committee. In general:
  + If only the committee will be present, the student will concentrate less on a review of the content of the paper and more on such matters as what they learned from the experience; what they would do differently, looking back; what further research seems indicated; what interested them most; what, if any, plans they have for continuing to work with the subject matter (publication, further research, etc.); how their views may have changed; implications and conclusions of their research; etc.
  + If other people attend, the student will likely spend a bit of time providing an overview of the subject and the content of the paper.
* The advisor and committee members will ask questions about the research and the paper and engage in a discussion about key issues.
* The floor will then be opened to discussion and questions from audience members.
* Once, time permitting, all audience questions are answered, the committee will ask the student and audience members to leave the room briefly. The committee will then discuss what changes, if any, will be required for the final version of the paper. This discussion may take approximately 5-15 minutes.
* The committee will invite the student back into the room to discuss any required revisions for final acceptance of the terminal project or thesis and the timeline by which they need to be completed.
* The student will provide the Final Project Defense Approval form and any thesis forms required by the Division of Graduate Studies to the defense to be signed as appropriate by their advisor. The Final Project Defense Approval form must be submitted to the CRES office.
* For remote defenses, the student will still submit a Final Project Oral Defense Scheduling Form on MyLaw, and a Zoom meeting will be scheduled and shared with the student and advisor, and it will be included in the defense announcement to the CRES community by email and the MyLaw calendar. The Zoom meeting will be moderated by a CRES staff member, and the final private meeting between the student and committee will take place in a Zoom breakout room while attendees wait in the main meeting room. The CRES Program Manager will follow up with the advisor to complete the Final Project Defense Approval Form.

One of three outcomes will result from the student’s oral defense:

1. The committee accepts the project as it stands with **no** revisions
2. The committee approves a thesis or terminal project, pending required changes/revisions to certain parts of the project. This is a common outcome.
3. The committee rejects the project. This should be an **extremely unlikely** event if the student has been working closely with their committee during the writing process.

In order for the student to graduate, approval by all committee members is necessary. It is not uncommon that a committee will approve a work with changes and will list the changes needed.

# MyLaw

The CRES program has a webpage accessible through the School of Law’s MyLaw site, which houses electronic versions of all CRES policies and guidelines (including final project), electronic forms such as elective approvals, final project approvals, reading credit approvals, etc. The MyLaw calendar is also used to announce events, defenses, and deadlines. The CRES site can be accessed at <https://mylaw.uoregon.edu/cres>. MyLaw is only available to Law School students, faculty, and staff, and users must log in, using their Duck ID and password.

When submitted by a student through the Forms section of the CRES site, the advisor will receive a prompt to their email to review a student’s Final Project Approval Form. This form provides advisors and committee members the ability to review the student’s final project information and proposal and indicate that they agree to serve as the student’s advisor. In the student’s term of graduation, if a Course Concentration advisor agrees to oversee a CRES 605 Reading credit (in lieu of the Academic Capstone course), they will receive a prompt via email to review and approve a CRES 605 Reading Credit form and prompt to review the student’s Final Project Oral Defense Scheduling form

# CRES Program Contacts

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1. For this purpose, “successful completion” is defined as at least a B or Pass grade. See “Course Concentration Guidelines” for more information. [↑](#footnote-ref-1)
2. For example, if the project is an organizational conflict assessment, the paper should include some discussion from the literature on best practices regarding organizational assessments and conflict management systems design issues in addition to describing the assessment and results. [↑](#footnote-ref-2)
3. If the terminal project advisor is not a member of the UO faculty, the CRES Faculty Director may serve as a member of the student’s committee and enter grades as the Instructor of Record. See [Grading](#_Grading) (below) for additional details. [↑](#footnote-ref-3)
4. See footnote above. [↑](#footnote-ref-4)