MUSI 5190: Thesis Writing
1-9 Credit Hours / Fall 2023 / Meeting TBA

Professor
Dr. Samantha M. Inman

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Office
McKibben Education Building Room 404B

Office Hours
Mon/Wed/Fri 10:00-10:50 & Tues 9:00-11:00
Zoom meetings are available upon request.

Contact Policy
Email is the best way to contact me. When you email me, please include your name and the name of this course. I welcome questions and meeting requests. If you are requesting a meeting outside of the normal office hours listed above, please list at least three options of possible days/times that work with your schedule and specify whether you would prefer to meet in person or over Zoom. I typically reply to emails received on a weekday within 24 hours. I typically reply to emails received on Saturday or Sunday on the following Monday.

Course Description
Writing of the thesis.

Program Learning Outcome
Students will successfully complete an academic capstone project.

Materials
- Required Style Guide (select one)
- Recommended Resources (optional)

Time Requirements
MUSI 5390 “Thesis Writing” (1-9 credits) is a faculty-supervised experience in professional writing and editing of a degree-required thesis. Typically, for 3 hours of credit, students work 135 hours over the course of the semester. If the student enrolls in more or fewer hours, the minimum workload expectations will scale up or down accordingly (45 hours per credit hour).
Course Schedule

<table>
<thead>
<tr>
<th>Weeks</th>
<th>Task</th>
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</thead>
<tbody>
<tr>
<td>1-6</td>
<td>Write and edit the thesis. Meet regularly with your advisor. All documents must be approved by your advisor before being sent to the rest of the committee.</td>
</tr>
<tr>
<td>7</td>
<td><strong>Fair Draft</strong> of the complete thesis is due to the committee. All chapters must be complete. Most if not all of the front matter should also be in place.</td>
</tr>
<tr>
<td>8-11</td>
<td>Finish any remaining front matter. Revise the content according to feedback from the committee. Schedule the defense and submit the Application for Thesis Examination form to the Graduate School at least two weeks before the defense date. Send the <strong>Defense Draft</strong> to both the Thesis Committee and the Graduate School at least one week before the defense.</td>
</tr>
<tr>
<td>12-13</td>
<td>Hold the Thesis Defense. Incorporate any additional feedback from the committee into the <strong>Proof Draft</strong>, and send this to the Graduate School and (if required) to the Thesis Committee.</td>
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<tr>
<td>14-Exam</td>
<td>Incorporate the last revisions into the <strong>Final Draft</strong>. Submit the Final Draft to the Graduate School and upload the document to ScholarWorks.</td>
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Expectations

- The student and thesis advisor will generally meet in person or via Zoom weekly.
- The student should e-mail updated documents to the advisor at least 24 hours in advance of each meeting.
- A complete, advisor-approved Fair Draft must be sent to the full committee by the Monday of week 7. This semester, this falls on **October 9**. Failure to do so will require enrolling in thesis writing an additional term, thus delaying graduation.
- The student is responsible for meeting all deadlines set by the thesis committee and the graduate school. Regularly consult your thesis advisor, the Thesis Survival Guide posted on Brightspace, emails from the graduate school, and the thesis guide at [http://www.sfasu.edu/graduate/108.asp](http://www.sfasu.edu/graduate/108.asp). Note that the last of these includes formatting specifications for the final document.
- Remember that you need to apply for graduation. If you did not already take care of this last term, please do so as soon as possible now. The form is available on MySFA, and instructions are available at [https://www.sfasu.edu/registrar/graduation/applying](https://www.sfasu.edu/registrar/graduation/applying).
- Please also remember that you need three credits of this class in order to graduate. This can be completed in a single term or spread between two or more terms if you need additional time for your project.

Letter Grades

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>A</td>
<td>90-100%</td>
</tr>
<tr>
<td>B</td>
<td>80-89%</td>
</tr>
<tr>
<td>C</td>
<td>70-79%</td>
</tr>
<tr>
<td>D</td>
<td>60-69%</td>
</tr>
<tr>
<td>F</td>
<td>below 60%</td>
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Note: A grade of WH will be awarded every semester until the term in which the thesis defense is successfully passed. At that time, the thesis advisor will enter grades for all semesters of thesis research and thesis writing.

Academic Integrity (4.1)

*The Code of Student Conduct and Academic Integrity* outlines the prohibited conduct by any student enrolled in a course at SFA. It is the responsibility of all members of all faculty, staff, and students to adhere to and uphold this policy.
Articles IV, VI, and VII of the new Code of Student Conduct and Academic Integrity outline the violations and procedures concerning academic conduct, including cheating, plagiarism, collusion, and misrepresentation. Cheating includes, but is not limited to: (1) Copying from the test paper (or other assignment) of another student, (2) Possession and/or use during a test of materials that are not authorized by the person giving the test, (3) Using, obtaining, or attempting to obtain by any means the whole or any part of a non-administered test, test key, homework solution, or computer program, or using a test that has been administered in prior classes or semesters without permission of the Faculty member, (4) Substituting for another person, or permitting another person to substitute for one's self, to take a test, (5) Falsifying research data, laboratory reports, and/or other records or academic work offered for credit, (6) Using any sort of unauthorized resources or technology in completion of educational activities.

Plagiarism is the appropriation of material that is attributable in whole or in part to another source or the use of one's own previous work in another context without citing that it was used previously, without any indication of the original source, including words, ideas, illustrations, structure, computer code, and other expression or media, and presenting that material as one’s own academic work being offered for credit or in conjunction with a program course or degree requirements.

Collusion is the unauthorized collaboration with another person in preparing academic assignments offered for credit or collaboration with another person to commit a violation of any provision of the rules on academic dishonesty, including disclosing and/or distributing the contents of an exam.

Misrepresentation is providing false grades or résumés; providing false or misleading information in an effort to receive a postponement or an extension on a test, quiz, or other assignment for the purpose of obtaining an academic or financial benefit for oneself or another individual or to injure another student academically or financially.

Students with Disabilities
To obtain disability related accommodations, alternate formats and/or auxiliary aids, students with disabilities must contact the Office of Disability Services (ODS), Human Services Building, and Room 325, 468-3004 / 468-1004 (TDD) as early as possible in the semester. Once verified, ODS will notify the course instructor and outline the accommodation and/or auxiliary aids to be provided. Failure to request services in a timely manner may delay your accommodations. For additional information, go to http://www.sfasu.edu/disabilityservices/.

Student Wellness and Well-Being
SFA values students’ overall well-being, mental health, and the role it plays in academic and overall student success. Students may experience stressors that can impact both their academic experience and their personal well-being. These may include academic pressure and challenges associated with relationships, emotional well-being, alcohol and other drugs, identities, finances, etc.

If you are experiencing concerns and seeking help, SFA provides a variety of resources to support students’ mental health and wellness. Many of these resources are free, and all of them are confidential.

**The Dean of Students Office** • Rusk Building, 3rd floor lobby
www.sfasu.edu/deanofstudents • 936.468.7249 • dos@sfasu.edu
SFA Human Services Counseling Clinic • Human Services, Room 202
www.sfasu.edu/humanservices/139.asp • 936.468.1041

The Health and Wellness Hub • “The Hub” on the corner of E. College and Raguet St.
www.sfasu.edu/thehub • 936.468.4008 • thehub@sfasu.edu

To support the health and well-being of every Lumberjack, the Health and Wellness Hub offers comprehensive services that treat the whole person – mind, body and spirit. Services include:

- Health Services
- Counseling Services
- Student Outreach and Support
- Food Pantry
- Wellness Coaching
- Alcohol and Other Drug Education

Crisis Resources:

- Burke 24-hour crisis line: 1.800.392.8343
- National Suicide Crisis Prevention: 9-8-8
- Suicide Prevention Lifeline: 1.800.273.TALK (8255)
- johCrisis Text Line: Text HELLO to 741-741