Course Description:
A 1 to 6-hour course dedicated to research and writing connected to the completion of the M. A. thesis.

Program Learning Outcomes:
The SFA History Department has identified the following Program Learning Outcomes (PLOs) for all SFA students earning an M.A. degree in History:

1. The student will be able to explain the key issues and developments in at least two historical periods (one per course).
2. The student will be able to identify the main historical works and interpretive debates associated with an event or period.
3. The student will be able to locate, identify, and critically analyze primary sources.
4. The student will be able to research and analyze effectively an issue or topic in writing.
5. The student will be able to present written work in an appropriate academic style, including the proper citation of sources using Chicago Manual of Style (15th or most recent edition).

This course will incorporate to varying degrees all of these PLOS, with a particular emphasis on PLOs 3, 4, and 5. The Student Learning Outcome is to complete and successfully defend the M. A. thesis.

Texts and Materials:
These will be assigned as needed for the student’s specific research. The student should have access to a reliable computer and sufficient backup storage to ensure no loss of work.

Course Requirements:
The student is expected to show advancement in both research and writing. This may occur linearly or simultaneously depending upon the thesis capstone project. Revisions should be made promptly and all edits and corrections done as directed. All formatting should follow graduate school requirements and all referencing should follow the newest edition of the Chicago Manual of Style.

Course Calendar:
The student and instructor will develop a series of submission and revision deadlines based upon the student’s current progress as well as the graduate school’s deadlines.

Grading Policy:
The grade will be WH until the successful defense and submission of a final thesis that meets all departmental and graduate school expectations.

Attendance Policy:
Regular and punctual attendance is expected. (See Class-Attendance, 02-102, Sept. 1, 2023 for more information)
**THESIS**

**Explanation of credit hours awarded for course:**

Students completing a thesis must register each semester university resources are utilized until the thesis is completed and successfully defended. During the research phase, the student works independently with a list of sources developed in consultation with the thesis director (who is listed as the course instructor of record). The student meets regularly with the director, and as needed with other members of the thesis committee, to discuss the progress of the project during the research phase. The student also works independently during the writing phase of the project, according to the plan of the approved thesis proposal, under the direction of the thesis director. Once again, as during the research phase, the student meets regularly with the director, and as needed with other members of the thesis committee, and submits drafts of the thesis as per the schedule outlined in the thesis proposal until the thesis is successfully defended and approved by the committee, a process that must occur according to university deadlines. Students are expected to produce 100-140 pages of formal writing. The course is for variable credit. Generally, the student registers for 6 hours of credit during the first semester of the thesis work and for 1 hour of credit during subsequent semesters until the thesis is successfully defended.

Instructor’s Note: Students enrolled in this course are expected to meet the work requirements of their respective credit hours, from one to six for the semester.

**Institutional Absences (HOP 04-110):**

An Institutional Absence may be granted to a student who participates as a representative of the University in academic (including research), extra- or cocurricular, or athletic activities. Students will be excused for institutional purposes from otherwise required academic activity only when a valid Institutional Absence is approved by the appropriate administrative unit or official and the documentation of approval is provided to the faculty member at least five (5) days in advance.

Institutional absences will not be approved for **keystone events**, defined as: a special or unique assignment, test, project, experience, or other academic exercise identified by the Faculty member as critical for successful completion of standards of the class and unable to be missed. These events must be identified on the syllabus at the beginning of the semester and communicated to the students. Events added to the syllabus at a later date will not qualify for Keystone Event status. Keystone Events where the date/time is changed will no longer be considered a Keystone Event. Students should make themselves aware of any Keystone Events identified in the syllabus to ensure there are no conflicts.

For keystone events where the assignment dates vary, it is incumbent upon the students to work with their faculty member to not select a conflicting date.

More information on Institutional Absences, including how to apply, can be found at [https://www.sfasu.edu/deanofstudents/student-resources/institutional-absences](https://www.sfasu.edu/deanofstudents/student-resources/institutional-absences).

**Academic Integrity:**

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
be 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.

Instructor’s Note: At the MA level, graduate students are expected to submit complete and proper citations in each and every submission. The use of AI (artificial intelligence) systems including grammar review programs must be done after consultation with the professor and always with scholarly rigor. Graduate students should ensure there is no suggestion of impropriety in their coursework.

Withheld Grades (Course Grades, 02-206, Sept. 1, 2023):
At the discretion of the instructor of record and with the approval of the academic unit head, a grade of WH will be assigned only if the student cannot complete the course work because of unavoidable circumstances. Students must complete the work by the deadline set by the instructor of record, not to exceed one calendar year from the end of the semester in which they receive a WH, or the grade automatically becomes an F, except as allowed through policy [i.e., Military Service Activation (6.14)]. If students register for the same course in future semester, the WH will automatically become an F and will be counted as a repeated course for the purpose of computing the grade point average. For additional information, go to https://www.sfasu.edu/docs/hops/02-206.pdf.

Academic Accommodation for Students with Disabilities (04-401, Sept. 1, 2023):
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 promptly may delay your accommodations. For additional information, go to http://www.sfasu.edu/disabilityservices/. Instructor’s Note: It is ODS policy that students should communicate directly with the instructor about their needs, not simply completing the paperwork and receiving ODS approval.

Student Wellness and Well-Being [Per Core Curriculum Syllabus Guidelines Committee 8/2023]: 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, 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.

On-campus Resources:
The Dean of Students Office in Rusk Building, 3rd floor lobby
www.sfasu.edu/deanofstudents; 936.468.7249; dos@sfasu.edu

SFA Human Services Counseling Clinic in Human Services, Room 202
www.sfasu.edu/humanservices/139.asp; 936.468.1041

The Health and Wellness Hub “The Hub” at corner of E. College and Raguet Streets
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

www.sfasu.edu/theyhub; 936.468.4008; theyhub@sfasu.edu

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