

Texas A&M University-Central Texas
HIST 5398: History Thesis
Online Class, Fall 2021

Instructor and Contact Information

Instructor: Dr. Cadra Peterson McDaniel

Office: Heritage Hall 204 L

Office Hours: MW 1:00p.m.-2:00p.m., 4:30p.m.-5:30p.m., and by appointment

Email: cadra.mcdaniel@tamuct.edu

Mode of Instruction and Course Access

This course is an online course; however, students may meet with the instructor to discuss the thesis. The syllabus will be posted on Canvas. Students will submit their thesis work via regular email to the thesis chair and/or other committee members for review.

Student-Instructor Interaction

If students have any questions about the class or assignments, they should contact the instructor. The students should contact the instructor as soon as possible so that any concerns may be resolved before it becomes midpoint or later in the semester. Students may contact the instructor via email. Students may schedule an appointment to meet with the instructor; however, the instructor may not be able to meet with students on the same day that the email is received. The instructor will respond to all email in a timely manner, usually within one (1) business day. Email may not be answered on weekends. Students should only contact the instructor via the email address listed on the syllabus. The instructor may not be aware of questions, emails, or other messages that are posted in Canvas, sent via the email feature in Canvas, or sent/posted in any other format, and thus, students may not receive a reply to these emails or messages.

Announcements for the class will be posted on Canvas under the Announcements Section. Students should check this section regularly. For all questions concerning assignments, students should send all questions via email before 4:00p.m. the day before the due date. The

“cut-off” time for questions allows all students an equal chance to have questions answered before the due date.

Warrior Shield Emergency Warning System for Texas A&M University-Central Texas

Warrior Shield is an emergency notification service that gives Texas A&M University-Central Texas the ability to communicate health and safety emergency information quickly via email, text message, and social media. All students are automatically enrolled in Warrior Shield through their myCT email account.

Connect to Warrior Shield by [911Cellular](https://portal.publicsafetycloud.net/Account/Login) [https://portal.publicsafetycloud.net/Account/Login] to change where you receive your alerts or to opt out. By staying enrolled in Warrior Shield, university officials can quickly pass on safety-related information, regardless of your location.

Course Information

Course Description

Scheduled when the student is ready to begin the thesis. No credit until the thesis is completed. Prerequisite(s): 24 hours graduate credit, including HIST 5380 and at least one research seminar, and consent of major professor.

Overall Course Objective

After successfully completing the course, students will be able to investigate an historical topic in an original and a detailed manner.

Student Learning Outcomes

- After successfully completing the course, students will be able to
- 1) Author a thesis that makes an original contribution (however modest) to historical scholarship and the historiography of the topic.
 - 2) Construct a thesis that is based strongly on primary sources and that cites primary and secondary sources according to the Chicago/Turabian documentation style.
 - 3) Defend successfully the thesis at an oral defense.

Required Texts

In this course, students are completing the requirements of the thesis for the M.A. History Degree. Students will be meeting with their thesis chair and committee members to discuss and to utilize relevant sources.

Syllabus Acknowledgement Statement

Students need to submit a Syllabus Acknowledgment Statement indicating that they have read and understand the information in the syllabus. Students should submit the statement via email to the instructor. The due date for reviewing and acknowledging this statement is this Friday, August 27 by Noon (12:00p.m.). If students have any questions about the statement, then they should contact the instructor as soon as possible.

Thesis Process Overview

Students interested in the thesis option should contact the Graduate Coordinator to receive a thesis orientation in terms of what is expected. These expectations are covered briefly here.

Students will complete a thesis under the direction of a thesis advisor. The thesis advisor will chair students' thesis committees, which are composed of a minimum of two (2) full-time faculty members, who must be members of the Graduate Faculty. Students will not begin work on the thesis prior to completion of twenty-four (24) hours of course work and will enroll in HIST 5198: Thesis only with prior approval of the Graduate Coordinator. Only six (6) hours of HIST 5198: Thesis may count towards graduation. The thesis shall be prepared in accordance with the procedures specified by the Graduate School. Students should consult past theses from this program, which can be found in the University Library.

Upon completion of the thesis, students shall sit for an oral defense before their thesis committees. The six credit hours of thesis may be together in students' final semester, or they can be spread out over the final two (2) semesters, which is often the best option. However, once

the students enroll in thesis hours, students must maintain continuous enrollment of at least one (1) credit hour of thesis per semester until they graduate.

The thesis topic should be agreed upon in consultation between the students and the thesis advisors. The thesis topic must be approved by the Graduate School by filing the Thesis Proposal Approval Form available from the Graduate School. Deadlines related to the thesis are also available from the Graduate School, including deadlines related to submitting the topic approval form, the defense deadline, and filing an electronic copy of the thesis.

Thesis Proposal

Before beginning the thesis, students should submit a one to two (1-2) page proposal. The proposal should cover the following: 1) a description of the topic, 2) the proposed original contribution to historians' understanding of that topic, and 3) a list of key primary and secondary sources that will be consulted. Once the thesis proposal has been approved by the thesis chair, then students may begin work on the thesis.

Thesis Requirements

The requirements for the thesis are determined by the thesis advisor in consultation with the thesis committee. Students must remain in regular communication with the thesis advisor at every stage of the thesis including during the drafting of the thesis proposal. The thesis advisor will set deadlines for progress throughout the thesis that must be met. Thesis committee members will be chosen by the thesis advisor in consultation with the Graduate Coordinator and the students.

Regardless of the specific topic chosen or approach taken, a thesis must meet three basic requirements:

1. The thesis should make an original contribution (however modest) to historical scholarship and the historiography of the topic. It is not an extended report.

2.The thesis should have a strong evidentiary base in primary sources. It is not a lengthy study of the secondary literature.

3.The thesis should be prepared according to the Chicago/Turabian documentation style. For more information, consult the latest edition of Kate L. Turabian's Manual for Writers of Research Papers, Theses, and Dissertations.

This is one possible structure for a thesis:

Introduction: State the scope, central research question(s), and thesis. Also, describe the structure of the manuscript that follows, including the purpose of each chapter. The Introduction is often written last because students may not know what they will be introducing until they write the body of the thesis.

Chapter 1: Review the relevant secondary literature. Students must demonstrate to the reader that they are a master of the field. Students do not need to include every publication, but they should review the existing historical scholarship thoroughly so that they do not overlook an important source. Students should also note the various schools of thought, and the points on which scholars agree or disagree. Students should conclude by demonstrating the existing gaps and unanswered questions that their thesis will address. This chapter could be an expanded version of the Historiographical Essay from HIST 5380: Historiography and Historical Method.

Chapter 2-X: Each chapter is the students' opportunity to support their thesis' argument. This evidence should rely heavily on primary sources but should also include secondary sources when primary sources are not available. Students should consult with their thesis chair and/or other committee members regarding questions about locating and accessing needed primary sources. Each chapter should link back to the central research question(s). The required number

of chapters, as well as the overall length of the thesis, will vary based on the topic. If students have questions about this, they should consult the thesis chair.

Conclusion: Students should explain the significance of their research and their research's contribution to historians' understanding of the topic.

If students are unable or unwilling to comply with these instructions, then the students could be encouraged strongly to move to the non-thesis option (comprehensive examination option) for the M.A. in History. In extreme cases, students will be moved involuntarily to the non-thesis option.

Thesis Defense and Final Copy of Thesis

A thesis defense is scheduled after the committee approves the final, submitted, error-free thesis. It is an oral examination, normally lasting one to two (1-2) hours. The defense covers the thesis and the field(s) of history related to the thesis. Students should be able to explain their thesis to a non-specialist in a brief conversation.

Following a successful defense, but before submitting a thesis to the Graduate School, students must make certain that the thesis is free of typographical, spelling, and grammatical errors. The Graduate School will return a thesis if the thesis contains such errors or do not conform to the prescribed format. Following approval by the Graduate School, theses will be published and made available through ProQuest. Questions about thesis publication should be addressed to the Graduate School.

If students do not make the necessary corrections in a timely manner, graduation may be delayed. In extreme cases, students unable or unwilling to submit an error-free thesis as determined by the thesis committee or the Graduate School may be moved to the non-thesis track for the M.A. in History.

Incompletes

A grade of an Incomplete is granted rarely. Incompletes will be granted only after the last day to drop a course and will be granted only to students who have experienced a major catastrophic event. Students must provide some form of written documentation that provides evidence of the catastrophic event.

Withdrawal, Drop Dates, Assignment Due Dates, and Important University Dates

Students who feel that they need to drop the class must go to the Registrar's Office and complete the withdrawal forms. It is the students' responsibility to withdraw from a class. Also, it is the students' responsibility to be aware of all add and drop dates for classes and to be aware of all guidelines in the syllabus and due dates for class assignments. Students should refer to the University Calendar for important dates, such as graduation deadlines. The calendar can be viewed at <https://www.tamuct.edu/>

Plagiarism

Plagiarism is copying or using the words or the ideas of another individual(s) and submitting that work as one's original work. Material taken from any source, including books, articles, journals, the Internet, or any other sources, must be paraphrased (put in your own words) and cited correctly (refer to individual assignment guidelines) and if quoted, set off in quotation marks, and cited correctly. Plagiarism will be emphasized on the first day of class. **Should students have any questions about paraphrasing, using quotations, citing material, or documenting sources, then students should ask questions via email or make an appointment to discuss concerns with the instructor.**

Work that is deemed plagiarized will result in the grade of a zero (0) for the assignment. SimCheck in Canvas will check assignments for plagiarism. Students who receive a mark of fifty percent (50%) or more for plagiarism will earn a zero (0) for the assignment.

Also, students will earn a failing grade (fifty percent (50% F) or lower) for an assignment when there is evidence that the plagiarism is from a purchased paper or when there is evidence of blatantly copying sources or material without paraphrasing. When there is evidence of plagiarism, students' papers will be submitted to the Division of Students Affairs for review.

Cheating

Cheating is assisting other students with completing class assignments. Also, cheating includes the use of any unauthorized materials to complete any assignments. **The penalty for cheating will be a zero (0) for the assignment.** When there is evidence of cheating, students' work will be submitted to the Division of Students Affairs for review.

Academic Integrity

For more information about Academic Integrity and students' responsibilities regarding academic integrity, please review the information at

<https://www.tamuct.edu/departments/studentconduct/academicintegrity.php>

Technology Requirements

This course will use the A&M-Central Texas Instructure Canvas learning management system. We strongly recommend the latest versions of Chrome or Firefox browsers. Canvas no longer supports any version of Internet Explorer.

Logon to A&M-Central Texas Canvas [<https://tamuct.instructure.com/>] or access Canvas through the TAMUCT Online link in myCT [<https://tamuct.onecampus.com/>]. You will log in through our Microsoft portal.

Username: Your MyCT email address. Password: Your MyCT password.

Canvas Support

Use the Canvas Help link, located at the bottom of the left-hand menu, for issues with Canvas. You can select "Chat with Canvas Support," submit a support request through "Report a Problem," or call the Canvas support line: 1-844-757-0953.

For issues related to course content and requirements, contact your instructor.

Other Technology Support

For log-in problems, students should contact Help Desk Central

24 hours a day, 7 days a week

Email: helpdesk@tamu.edu

Phone: (254) 519-5466

[Web Chat](http://hdc.tamu.edu): [<http://hdc.tamu.edu>] *Please let the support technician know you are an A&M-Central Texas student.*

Online Proctored Testing

A&M-Central Texas uses Proctorio for online identity verification and proctored testing.

This service is provided at no direct cost to students. If the course requires identity verification or proctored testing, the technology requirements are: Any computer meeting the minimum computing requirements, plus web camera, speaker, and microphone (or headset). Proctorio also requires the Chrome web browser with their custom plug in.

Drop Policy

If you discover that you need to drop this class, you must complete the [Drop Request](#)

Dynamic Form through Warrior Web.

[[https://dynamicforms.ngwebsolutions.com/casAuthentication.ashx?InstID=eaed95b9-f2be-45f3-a37d-](https://dynamicforms.ngwebsolutions.com/casAuthentication.ashx?InstID=eaed95b9-f2be-45f3-a37d-46928168bc10&targetUrl=https%3A%2F%2Fdynamicforms.ngwebsolutions.com%2FSubmit%2FForm%2FStart%2F53b8369e-0502-4f36-be43-f02a4202f612)

[46928168bc10&targetUrl=https%3A%2F%2Fdynamicforms.ngwebsolutions.com%2FSubmit%2FForm%2FStart%2F53b8369e-0502-4f36-be43-f02a4202f612](https://dynamicforms.ngwebsolutions.com/casAuthentication.ashx?InstID=eaed95b9-f2be-45f3-a37d-46928168bc10&targetUrl=https%3A%2F%2Fdynamicforms.ngwebsolutions.com%2FSubmit%2FForm%2FStart%2F53b8369e-0502-4f36-be43-f02a4202f612)].

Faculty cannot drop students; this is always the responsibility of the student. The Registrar's Office will provide a deadline on the Academic Calendar for which the form must be completed. Once you submit the completed form to the Registrar's Office, you must go into Warrior Web and confirm that you are no longer enrolled. If you still show as enrolled, FOLLOW-UP with the Registrar's Office immediately. You are to attend class until the

procedure is complete to avoid penalty for absence. Should you miss the drop deadline or fail to follow the procedure, you will receive an F in the course, which may affect your financial aid and/or VA educational benefits.

Academic Integrity

Texas A&M University-Central Texas values the integrity of the academic enterprise and strives for the highest standards of academic conduct. A&M-Central Texas expects its students, faculty, and staff to support the adherence to high standards of personal and scholarly conduct to preserve the honor and integrity of the creative community. Any deviation by students from this expectation may result in a failing grade for the assignment and potentially a failing grade for the course. All academic misconduct concerns will be referred to the Office of Student Conduct.

When in doubt on collaboration, citation, or any issue, please contact your instructor before taking a course of action.

For more [information regarding the Student Conduct process](https://www.tamuct.edu/student-affairs/student-conduct.html),
[<https://www.tamuct.edu/student-affairs/student-conduct.html>].

If you know of potential honor violations by other students, you may [submit a report](https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout_id=0),
[https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout_id=0].

Academic Accommodations

At Texas A&M University-Central Texas, we value an inclusive learning environment where every student has an equal chance to succeed and has the right to a barrier-free education. The Office of Access and Inclusion is responsible for ensuring that students with a disability receive equal access to the university's programs, services and activities. If you believe you have a disability requiring reasonable accommodations, please contact the Office of Access and Inclusion, WH-212; or call (254) 501-5836. Any information you provide is private and confidential and will be treated as such.

For more information, please visit our [Access & Inclusion](#) Canvas page (log-in required)
[<https://tamuct.instructure.com/courses/717>]

Important information for Pregnant and/or Parenting Students

Texas A&M University-Central Texas supports students who are pregnant and/or parenting. In accordance with requirements of Title IX and related guidance from US Department of Education's Office of Civil Rights, the Dean of Student Affairs' Office can assist students who are pregnant and/or parenting in seeking accommodations related to pregnancy and/or parenting. Students should seek out assistance as early in the pregnancy as possible. For more information, please visit [Student Affairs](#) [<https://www.tamuct.edu/student-affairs/pregnant-and-parenting-students.html>]. Students may also contact the institution's Title IX Coordinator. If you would like to read more about these [requirements and guidelines](#) online, please visit the website [<http://www2.ed.gov/about/offices/list/ocr/docs/pregnancy.pdf>].

Title IX of the Education Amendments Act of 1972 prohibits discrimination on the basis of sex and gender—including pregnancy, parenting, and all related conditions. A&M-Central Texas is able to provide flexible and individualized reasonable accommodation to pregnant and parenting students. All pregnant and parenting students should contact the Associate Dean in the Division of Student Affairs at (254) 501-5909 to seek out assistance. Students may also contact the University's Title IX Coordinator.

Tutoring

Tutoring is available to all A&M-Central Texas students, on a remote online basis. Visit the Academic Support Community in Canvas to view schedules and contact information. Subjects tutored on campus include Accounting, Advanced Math, Biology, Finance, Statistics, Mathematics, and Study Skills. Student success coaching is available online upon request.

If you have a question regarding tutor schedules, need to schedule a tutoring session, are interested in becoming a tutor, success coaching, or have any other question, contact Academic Support Programs at (254) 501-5836, visit the Office of Student Success at 212F Warrior Hall, or by emailing studentsuccess@tamuct.edu.

Chat live with a tutor 24/7 for almost any subject from on your computer! Tutor.com is an online tutoring platform that enables A&M-Central Texas students to log in and receive online tutoring support at no additional cost. This tool provides tutoring in over 40 subject areas except writing support. Access Tutor.com through Canvas.

University Writing Center

University Writing Center: Located in Warrior Hall 416, the University Writing Center (UWC) at Texas A&M University–Central Texas (A&M–Central Texas) is a free service open to all A&M–Central Texas students. For the Fall 2021 semester, the hours of operation are from 10:00 a.m.-5:00 p.m. Monday thru Thursday in Warrior Hall 416 (with online tutoring available every hour as well) with satellite hours available online only Monday thru Thursday from 6:00-9:00 p.m. and Saturday 12:00-3:00 p.m.

Tutors are prepared to help writers of all levels and abilities at any stage of the writing process. While tutors will not write, edit, or grade papers, they will assist students in developing more effective composing practices. By providing a practice audience for students' ideas and writing, our tutors highlight the ways in which they read and interpret students' texts, offering guidance and support throughout the various stages of the writing process. In addition, students may work independently in the UWC by checking out a laptop that runs the Microsoft Office suite and connects to WIFI, or by consulting our resources on writing, including all of the relevant style guides. Whether you need help brainstorming ideas, organizing an essay,

proofreading, understanding proper citation practices, or just want a quiet place to work, the UWC is here to help!

Students may arrange a one-to-one session with a trained and experienced writing tutor by making an appointment via WOnline at <https://tamuct.mywconline.com/>. In addition, you can email Dr. Bruce Bowles Jr. at bruce.bowles@tamuct.edu if you have any questions about the UWC, need any assistance with scheduling, or would like to schedule a recurring appointment with your favorite tutor by making an appointment via WOnline at <https://tamuct.mywconline.com/>.

In addition, you can email Dr. Bruce Bowles Jr. at bruce.bowles@tamuct.edu if you have any questions about the UWC, need any assistance with scheduling, or would like to schedule a recurring appointment with your favorite tutor.

University Library

The University Library provides many services in support of research across campus and at a distance. We offer over 200 electronic databases containing approximately 400,000 eBooks and 82,000 journals, in addition to the 96,000 items in our print collection, which can be mailed to students who live more than 50 miles from campus. Research guides for each subject taught at A&M-Central Texas are available through our website to help students navigate these resources. On campus, the library offers technology including cameras, laptops, microphones, webcams, and digital sound recorders.

Research assistance from a librarian is also available 24 hours a day through our online chat service, and at the reference desk when the library is open. Research sessions can be scheduled for more comprehensive assistance, and may take place virtually through WebEx, Microsoft Teams or in-person at the library. Assistance may cover many topics, including how to

find articles in peer-reviewed journals, how to cite resources, and how to piece together research for written assignments.

Our 27,000-square-foot facility on the A&M-Central Texas main campus includes student lounges, private study rooms, group work spaces, computer labs, family areas suitable for all ages, and many other features. Services such as interlibrary loan, TexShare, binding, and laminating are available. The library frequently offers workshops, tours, readings, and other events. For more information, please visit our [Library website](http://tamuct.libguides.com/index) [http://tamuct.libguides.com/index].