

**Texas A&M University-Central Texas**  
**HIST 5198: History Thesis**  
**TBA Fall 2022**

**Instructor and Contact Information**

**Instructor:** Dr. Cadra Peterson McDaniel  
**Office:** Heritage Hall 204 L  
**Office Hours:** By Appointment. Please email me for an appointment.  
**Email:** cadra.mcdaniel@tamuct.edu

**Mode of Instruction and Course Access**

This course will meet face to face course as needed, and students should 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.

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.

## **Emergency Warning System for Texas A&M University-Central Texas SAFEZONE.**

SafeZone provides a public safety application that gives you the ability to call for help with the push of a button. It also provides Texas A&M University-Central Texas the ability to communicate emergency information quickly via push notifications, email, and text messages. All students automatically receive email and text messages via their myCT accounts.

Downloading SafeZone allows access to push notifications and enables you to connect directly for help through the app.

You can download SafeZone from the app store and use your myCT credentials to log in. If you would like more information, you can visit the [SafeZone](http://www.safezoneapp.com) website [www.safezoneapp.com].

To register SafeZone on your phone, please follow these 3 easy steps:

1. Download the SafeZone App from your phone store using the link below:
  - o [iPhone/iPad](https://apps.apple.com/app/safezone/id533054756): [https://apps.apple.com/app/safezone/id533054756]
  - o [Android Phone / Tablet](https://play.google.com/store/apps/details?id=com.criticalarc.safezoneapp)  
[https://play.google.com/store/apps/details?id=com.criticalarc.safezoneapp]
2. Launch the app and enter your myCT email address (e.g. {name}@tamuct.edu)
3. Complete your profile and accept the terms of service

## **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 Acknowledgement 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 26 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* or the latest edition of the *Chicago Manual of Style*.

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 may 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 Office of Student Conduct.

### **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 Office of Student Conduct.

### **Academic Integrity**

**For more information about Academic Integrity and students' responsibilities regarding academic integrity, please review the information at <https://www.tamuct.edu/student-affairs/academic-integrity.html>**

### **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](mailto: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.*

## **University Resources, Procedures, and Guidelines**

### **Drop Policy**

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

Dynamic Form through Warrior Web.

[<https://federation.ngwebsolutions.com/sp/startSSO.ping?PartnerIdpId=https://eis-prod.ec.tamuct.edu:443/samlssso&SpSessionAuthnAdapterId=tamuctDF&TargetResource=https%3a%2f%2fdynamicforms.ngwebsolutions.com%2fSubmit%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>].

If you know of potential honor violations by other students, you may [submit a referral](#),

[[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 Warrior Center for Student Success, Equity 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, experiencing pregnancy-related conditions, 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, both virtually and in-person. Student success coaching is available online upon request. If you have a question, are interested in becoming a tutor, or in need of success coaching contact the Warrior Center for Student Success, Equity and Inclusion at (254) 501-5836, visit the Warrior Center at 212 Warrior Hall, or by emailing [WarriorCenter@tamuct.edu](mailto:WarriorCenter@tamuct.edu).

To schedule tutoring sessions and view tutor availability, please visit [Tutor Matching Services](https://tutormatchingservice.com/TAMUCT) [https://tutormatchingservice.com/TAMUCT] or visit the Tutoring Center in 111 Warrior Hall.

Chat live with a remote 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 Library & Archives**

The University Library & Archives 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. [Schedule an appointment here](https://tamuct.libcal.com/appointments/?g=6956) [https://tamuct.libcal.com/appointments/?g=6956]. 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]

### **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. 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 [WCOOnline](https://tamuct.mywconline.com/) [https://tamuct.mywconline.com/]. In addition, you can email Dr. Bruce Bowles Jr. at [bruce.bowles@tamuct.edu](mailto: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.