



Master of Arts in Humanities
Student Handbook

2016-2017

Table of Contents

Program Overview	3
Program Curriculum	4
Program Deadlines, Extensions and Graduation	8
Advising and Student Support	10
Library	11
Final Project Options Overview	13
Portfolio Option	14
- Portfolio Option – Required Forms	24
Thesis (Capstone) Option	29
- Thesis (Capstone) Option – Required Forms	39

Program Overview

Candidates for the Master of Arts in Humanities must complete a 30-credit interdisciplinary course of study. In four *required* proseminars students become familiar with the theoretical and methodological concerns of the program's core fields: English, history, philosophy and religion, art and archaeology, foreign languages and literatures, and music. In elective courses students apply their study of theory and methodology in pursuit of their specific academic interests and their final research projects.

At least one proseminar and one elective course are offered each fall and spring. Additional elective courses are offered in the summer. Courses are generally offered in the evening to accommodate the schedules of working professionals.

Students may take both a proseminar *and* elective courses in any given semester. While students must take all four proseminars, they do not need take them in any particular order and they do not need to complete all four proseminars before taking elective courses.

Four Required Proseminars:

- HIST 501 – History Proseminar	3 credits
- PLRL 501 – Philosophy and Religious Studies Proseminar	3 credits
- FA 501 – Fine Arts and Music Proseminar	3 credits
- LIT 501 – Literary Studies Proseminar	3 credits

Elective Coursework (4 or 5, 3-credit courses)	12 or 15 credits
- Number of electives taken determined by choice of final research project (see below)	

Final Research Project	3 or 6 credits
- Either HUM 594 (Portfolio – 3 credits) or HUM 580 (Thesis – 6 credits)***	
	<hr/> 30 credits

*****Note:** Students who enrolled in the program before fall 2015 should register for HUM 595 – Research Project (Capstone). Students who enrolled in the program during or after the fall 2015 should register for HUM 580. *The requirements of the projects are identical.* The guidelines provided in this handbook apply to both HUM 595 and HUM 580.

Program Curriculum

The curriculum for the M.A. Humanities program comprises three components: required proseminars, elective courses, and a final research project (portfolio or thesis/capstone).

I. Required Proseminars:

The foundation of the program's curriculum comprises four proseminars. These courses introduce students to the theoretical and methodological concerns of the program's core fields: English, history, philosophy and religion, art and archaeology, foreign languages and literatures, and music. The proseminars, which are offered on a consistent two-year cycle, are:

History 501 – History Proseminar (3 credits)

This course introduces students to the study of history at the graduate level. Examining a single theme across several societies and time periods, it addresses questions of methodology, theory, historiography, and the research and writing techniques used by historians.

PLRL 501 – Philosophy and Religious Studies Proseminar (3 credits)

This course introduces students to the study of philosophy and religion at the graduate level. In addition to surveying the key concepts and methodology that inform philosophical inquiry, students will engage in a comparative study of the meaning and function of myth, symbol, and ritual in the world's various religious traditions. Readings will be drawn from ancient and modern sources.

FA 501 – Fine Arts and Music Proseminar (3 credits)

This course will be devoted to ways of understanding the histories of music and the visual arts. These histories, sometimes intertwined, sometimes distinct, will be approached chronologically, and addressed through a variety of scholarly methods, including formal analysis, social history, Marxism, gender study, semiotics, deconstruction and others. Classes will be devoted to lectures by the designated faculty and selected guests, as well as selected readings, discussion, viewing and listening.

LIT 501 – Literary Studies Proseminar (3 credits)

Offered by faculty from both the English and Foreign Languages and Literatures departments, this course introduces graduate students to the discipline of literary studies. A central seminar "problem" will be the basis for questions related to literary history, theory, and methodology. Possible topics are "The Question of Genre: Theories of Tragedy"; "Narratology: Cervantes and Nabokov"; "Intertextuality: Shakespeare's *Tempest* and its Cultural Ramifications."

*****NOTE:** Students who entered the program before fall 2015 may substitute any of the four proseminars for HUM 501 and/or HUM 502. They may also take additional proseminars to fulfill elective course requirements.

II. Elective Coursework:

In addition to the required proseminars students must take elective courses. The number of elective courses required to complete the degree is determined by each student's choice of final project options (portfolio or thesis). Students who elect to complete the *portfolio* option must complete 5 elective courses. Students who complete the *thesis* must complete 4 elective courses. The difference in course requirements reflects the different amounts of work required by the two final project options. The thesis option requires more work than the portfolio option. Therefore, students who pursue the thesis will complete less coursework in order to ensure a common workload for all students who earn the M.A. Humanities.

At least one elective course is offered each semester. Student interests, faculty schedules, and the multi- and interdisciplinary character of the program determine the specific elective offerings in a given term.

The following *types* of courses may be offered as electives for the M.A. Humanities degree. Specific course offerings for each semester are made available to students by the program director via email prior to registration.

- HUM 560 A-H (A special topics course offered by a member of the humanities faculty and open to all students in the M.A. Humanities program) (3 credits)
- Discipline-Specific 500-level course (A 500-level course offered by any of the program's departments, e.g. HIST 5XX, ENG 5XX, and listed as open to M.A. Humanities students in a given semester) (3 credits)
- HUM 599 A – Writing for the Humanities (3 credits)
- HUM 550 – Directed Reading (**by petition only**) (credits TBD)
- 1 graduate-level course in a non-Humanities field (**by petition only**) (credits TBD)

NOTE: Per Graduate School policy, no course double-numbered 3XX/5XX may be taken for credit in the program.

Directed Readings (HUM 550) and the Permission to Enroll Form

Directed readings require the approval of the Graduate School and are reserved for special circumstances. In general, students should plan to earn all credits through the program's regular proseminar and elective course offerings. **Students interested in pursuing a directed reading should speak with the program director before attempting enrollment.** If a student receives permission from the program director to complete a directed reading, he/she is responsible for arranging the course with an appropriate and willing faculty member. Prior to enrolling in HUM 550 students must file a Permission to Enroll Form with the Registrar (see page 25 of this handbook). This form requires the signatures of the course instructor, the program director, and the Dean of the Graduate School, as well as a written proposal that includes the course title, a description of the course, and the workload (amount of reading; number of meetings with the instructor; number of written assignments and nature and amount of research) to be done in the course.

III. Final Research Project:

After completing both their required and elective coursework, candidates for the M.A. Humanities must complete either a final portfolio (HUM 594) or thesis research project (HUM 580). Students who elect to complete the portfolio option (HUM 594) will need to complete at least 5 elective courses. Students who complete the thesis option (HUM 580) will complete 4 elective courses.

The following indicates the credits needed to earn the degree with either option.

Portfolio Option:

- Required Proseminars (4 three-credit courses)	12 credits
- Electives (5 three-credit courses)	15 credits
- Portfolio Project (1 semester)	<u>3 credits</u>
	30 credits

Thesis Option:

- Required Proseminars (4 three-credit courses)	12 credits
- Electives (4 three-credit courses)	12 credits
- Thesis (2 semesters)	<u>6 credits</u>
	30 credits

Instructions for the two final project options begin on page 13 of this handbook.

HUM 594 – Humanities Portfolio (3 credits)

After completing the four required humanities proseminars (HIST 501, PLRL 501, LIT 501, FA 501) and all elective coursework for a total of at least 27 credits, every student who will not be completing a thesis (HUM 580), will complete HUM 594 – Humanities Portfolio for 3 credits. The student will select one substantial paper from three different completed courses and work closely with the Portfolio advisor to develop and revise these papers while adding a scholarly introduction (5-10 pages) that connects the papers to each other and a student's broader area of academic interest. When the portfolio is completed, students will undergo a Portfolio Review by a committee of three faculty members, one of whom is the Portfolio Advisor. **The final portfolio must be 40-50 pages in length, exclusive of the bibliography.**

**** If students know early that they will complete the Portfolio option, they may consider writing course papers with their broader Portfolio theme in mind.*

HUM 580 – Humanities Thesis (6 credits)

After completing the four required humanities proseminars (HIST 501, PLRL 501, LIT 501, FA 501) and all elective coursework for a total of at least 24 credits, every student pursuing the thesis option will enroll in HUM 580. To pursue this option, students must have the support of

their academic advisor and the approval of MAHAC (M.A. Humanities Advisory Committee). This is an independent research project or a creative writing project with an academic introduction. The student will work closely with a faculty advisor and two other faculty members. Students will present their final projects to their advisor and committee members for a final discussion of their research and its potential future development. **The final project must be 40-80 pages in length, exclusive of footnotes or other documentation.**

Program Deadlines, Extensions and Graduation

Early Initiative:

Whether registering for classes, requesting a directed reading, or submitting a portfolio or thesis proposal or completed project, students are strongly encouraged to take early initiative. Most of these processes require signatures from faculty members, the program director, and/or the Dean of the Graduate School. Gathering these signatures can take time, and students should plan accordingly. Students who wait to make such requests until the end of a given semester should expect delays. Examinations and commencement activities place added demands on faculty and administrators in December, May and August. While every effort is made to meet student needs in a timely fashion, students can avoid delays by registering for classes and gathering required signatures and approval before these busier months.

Final Portfolio and Thesis (Capstone) Submission:

As a general guideline, two copies of all final Theses (Capstones) are due with at least one original signed cover page to the Graduate School two weeks prior to the last day of classes in the fall or spring semester. Students should check the College Academic Calendar and contact the Registrar's Office to inquire about specific deadlines for a given semester.

NOTE: Students who wish to complete a Portfolio or Thesis (Capstone) in a given semester, must *submit a complete draft of their work to all committee members for final review* by **Nov 1** in the fall and **Mar 15** in the spring. This ensures that faculty advisors have sufficient time to review a project, that students have time to make final revisions requested by their advisors, and that the College staff has sufficient time to process completed projects. **Failure to meet these deadlines will result in a delayed graduation date. Extensions should not be expected.**

Petition to Graduate:

All candidates for the M.A. Humanities must submit a petition to graduate prior to completing their studies. Students will likely need to submit their petitions before completing their final portfolio or thesis project. The necessary form and details are available on the Graduate School website at:

<http://www.hood.edu/Graduate-School/Forms/Graduate-School-Petition-to-Graduate.html>

NOTE: The Graduate School has deadlines for accepting petitions to graduate. The deadlines for the current academic year are as follows:

Anticipated Graduate Date

Petition Due Date

January 15, 2017

September 9, 2016

May 20, 2017

Dec 16, 2016

Requests for Extended Time to Complete Degree:

Graduate students must complete all degree requirements within seven years of enrolling in their first course at Hood College that applies to their individual degree and/or certificate program. If a student needs additional time to complete the degree, he or she should contact their advisor and the program director. To request a time extension, a student must provide the following to the program director:

- 1) a letter to the dean of the Graduate School requesting a time extension and detailing the specific work left to be completed along with a concise, realistic timeline for completing the work
- 2) a letter of support from the main Portfolio or Thesis advisor endorsing the extension request and the student's proposed timeline for completion

Once the program director receives the above materials, he or she must decide whether to recommend, or not recommend, the extension request to the dean of the Graduate School. If the program director supports the extension, he or she must forward a letter of support along with the student's request and the advisor's recommendation to the dean of the Graduate School. The dean then decides to grant or deny the extension. If a student needs to request an extension beyond one year or if he or she needs to request a second extension, after receiving an initial extension, the above materials are submitted through the program director to the Graduate Council for review. A subcommittee of the Graduate Council decides to grant or deny such requests. **If a student needs to request an extension, he or she should provide a realistic timeline for completion in that request. Second extensions are difficult to obtain and usually require unique, extenuating circumstances.**

Advising and Student Support

Academic Advising

The program director serves as the initial academic advisor for all new students. After welcoming students to the program and answering any initial questions, the director will work to connect each student with an advisor in his/her area of interest. Through their coursework, students may also identify faculty members with whom they would like to work. Each semester students should work with their advisors to determine their particular schedules.

Questions about the specific registration process, required forms, Self-Service, and/or graduation should be directed to the Associate Registrar of Graduate Studies, Traci Holland (holland@hood.edu).

The M.A. Humanities Advisory Committee (MAHAC)

The M.A. in Humanities Advisory Committee (MAHAC) comprises representatives from each of the program's departments. The Committee reviews and approves student proposals for HUM 580 – Thesis (HUM 595 – Capstone). It also advises the director, who chairs the committee, in setting program policies and goals. Students who need to submit proposals for MAHAC's approval should send them to the Program Director, who will then distribute them to MAHAC.

Important Contacts:

Program Director: Dr. Corey Campion / campion@hood.edu / 301-696-3227

Graduate School:

Main Number: 301-696-3600

***For program inquiries and application questions, contact Assistant Director of Graduate Admissions Jan Marcus / marcusj@hood.edu / 301-696-3603

Office of the Registrar:

Associate Registrar for Graduate Studies:

Traci Holland / holland@hood.edu / 301-696-3628

Veterans' Benefits Assistance:

Registrar's Office / 301-696-3598

Accounting Office: 301-696-3607

Library:

Main Number: 301-696-3909

Reference Desk: reference@hood.edu / 301-696-3915

Interlibrary Loan: Kaitlyn May, 301-696-3695

Library

The Hood College Hodson-Beneficial Library is an essential resource for graduate students in the M.A. Humanities program. Below is an overview of the support available to students in the program. For more information about the library, visit:

<http://www.hood.edu/library/>

Library Hours:

Monday – Thursday 8 a.m. - 9:30 p.m. for services (Building remains open until 12:30 a.m.)

Friday 8 a.m. - 5 p.m.

Saturday 8 a.m. - 4 p.m.

Sunday 1:30 p.m. - 9:30 p.m. for services (Building remains open until 12:30 a.m.)

Graduate Student Borrowing Privileges:

In addition to the books available in the Beneficial-Hodson Library, members of the Hood community may borrow from the consortium partners in the MIC (Maryland Interlibrary Consortium): Loyola University/Notre Dame College Library, Stevenson University Library, and Washington Adventist University Library. Requests for titles from the MIC are made online through ShaRC.

During the academic year a library courier typically delivers consortium books to Hood within 24 hours if a request is placed between Monday and Thursday. Friday and weekend requests are filled the following Monday or Tuesday. The courier makes less frequent deliveries in the summer.

Graduate students may borrow up to 50 items from any of the Maryland Interlibrary Consortium libraries, including the Hood College library, for a period of 120 days. Hood and consortium books may be renewed one time for 28 days on or before the due date. A renewal may be placed online through ShaRC by clicking “My Account”. Books also may be renewed by phone at (301) 696-3709 or at the Circulation Desk.

Interlibrary Loan:

If a student cannot locate a book within the Maryland Interlibrary Consortium, he/she may be able to find it through Interlibrary Loan. ILLiad is the electronic system used to request an item through Interlibrary Loan (ILL). The name ILLiad is an acronym for InterLibrary Loan internet accessible database. Students may access ILLiad through the library’s home page. Typically, ILLiad is used to request two types of materials: 1) copies of journal articles not available at Hood and 2) books not available through the ShaRC online catalog. Students may also request dissertations and other media, bearing in mind that such materials may be more difficult to obtain. Most items arrive in 3-10 business days, so students should place requests at least 10 business days before any deadline. Materials that are rare, in

high demand, or from out of state will take longer. The library notifies students by email when materials arrive.

Graduate Student Study Shelves:

The library offers assigned, personal shelf space for students in an accessible area on the first floor of the library. Students may use the assigned shelves to store books and other research materials over the course of a semester. This reduces the need to transport books back and forth from campus to home and/or work.

Shelf space is limited and is assigned on a first-come, first-served basis, with priority given to graduate students working on a thesis (capstone) project. If you are interested in an assigned space, please contact Aimee Gee (gee@hood.edu) with the following information:

- Your name
- Whether you are an undergraduate or graduate student
- What kind of project you are working on (capstone, departmental honors, etc.)

Students should hear within one week whether a shelf is available or not.

Group Study Rooms:

The library has group study rooms available for use by Hood students. The rooms are located on the third and fourth floors of the library.

- You may obtain a key to a study room from the Circulation Desk.
- Rooms are available on a first-come, first-served basis.
- Rooms are available for a maximum of four hours.
- Study rooms are not available during the library's extended quiet study hours.

Research Assistance:

The library offers excellent on-line tutorials to help students learn how to write a literature review, master proper citation practices, and use important research databases such as JSTOR and Proquest. This information is available at: <http://hood.libguides.com>

In addition to the online guides, librarians are available to provide research assistance in person, over the phone, and via email, text, and chat. All of the contact information and FAQs are available at <http://answers.library.hood.edu/>

M.A. Humanities – Final Project Options Overview

After completing all required and elective coursework, candidates for the M.A. Humanities must complete either a portfolio project (HUM 594) or a thesis (capstone) (HUM 580 or 595). Students will determine the nature of their final project (portfolio or Thesis (Capstone)) in consultation with their advisor. Detailed guidelines for each project follow the overview provided here. Careful review of the guidelines and advanced planning is required for success in this final stage of the program. **Formal proposals are required for both final project options before enrollment can be approved!!!**

NOTE: Students who enrolled in the program before fall 2015 should register for HUM 595 – Research Project (Capstone). Students who enrolled in the program during or after the fall 2015 should register for HUM 580 – Thesis. *The requirements of the projects are identical.* The guidelines listed here apply to both HUM 595 and HUM 580.

Portfolio – Overview

- 1) Identify a Portfolio Advisor.
- 2) Complete a Portfolio Proposal.
- 3) Register for HUM 594 – Portfolio using the Permission to Enroll form found online at: www.hood.edu/gradforms.
- 4) Write the Portfolio – Develop and maintain a steady research, writing and editing schedule in regular consultation with the Portfolio Advisor.
- 5) Identify Two Additional Readers for the Portfolio Review.
- 6) Complete the Portfolio Review and Obtain Final Approval from all Members of the Advisory Committee.
- 7) Submit Two Copies of the Completed Portfolio with at least one set of original signatures on the cover page to the Graduate School along with the paperwork and fee for submission and binding (contact Graduate School). Deliver to Jan Marcus / marcusj@hood.edu / 301-696-3603.

Thesis (Capstone) – Overview

- 1) Identify a Thesis (Capstone) Advisor.
- 2) Request permission from MAHAC to pursue the Thesis (Capstone) option. *Students should not apply for permission until they have completed at least 3 proseminars and a total of 5 courses in the program.*
- 3) Assemble a Thesis (Capstone) Advisory Committee.
- 4) Draft a Thesis (Capstone) Proposal.
- 5) Register for HUM 580 – Thesis (HUM 595 – Capstone) using the Permission to Enroll form found online at: www.hood.edu/gradforms.
- 6) Write the Thesis (Capstone) – Develop and maintain a steady research, writing and editing schedule in regular consultation with the Thesis (Capstone) Advisor.
- 7) Complete the Thesis (Capstone) Review and Obtain Final Approval from entire Advisory Committee.
- 8) Submit Two Copies of the Completed Project with at least one set of original signatures on the cover page to the Graduate School, along with the paperwork and fee for submission and binding (contact Graduate School). Deliver to Jan Marcus / marcusj@hood.edu / 301-696-3603.

Portfolio Option

NOTE: Students who wish to complete a Portfolio or Thesis (Capstone) in a given semester, must *submit a complete draft of their work to all committee members for final review* by **Nov 1** in the fall and **Mar 15** in the spring. This ensures that faculty advisors have sufficient time to review a project, that students have time to make final revisions requested by their advisors, and that the College staff has sufficient time to process completed projects. **Failure to meet these deadlines will result in a delayed graduation date. Extensions should not be expected.**

Portfolio Option

HUM 594 – Humanities Portfolio

After completing the four required humanities proseminars (HIST 501, PLRL 501, LIT 501, FA 501) and all elective coursework for a total of at least 27 credits, every student who will not be completing a Thesis (Capstone) (HUM 580 or HUM 595), will complete HUM 594 – Humanities Portfolio. The student will select one substantial paper from three different completed courses and work closely with the Portfolio advisor to develop and revise these papers while adding a scholarly introduction (5-10 pages) that connects the papers to each other and a theme from the student's broader area of academic interest. The final project will be **40-50 pages** in length, exclusive of the bibliography. When the portfolio is completed, students will undergo a Portfolio Review by a committee of three faculty members, one of whom is the Portfolio Advisor.

NOTE: In some cases, substantial revisions to one or more of the selected papers may be required. Students must be prepared to make such revisions and should not expect to submit unedited or minimally revised papers with the final project.

To enroll in HUM 594, students must:

- 1) *Identify a Portfolio Advisor.* It is expected that the Portfolio advisor will hold a Ph.D. in a field relevant to the focus of the Portfolio. Ideally, a student will have worked with the advisor in one or more courses. The Portfolio advisor does not have to be a student's academic advisor. At the time that the petition to enroll in HUM 594 is submitted to the Registrar a student's Portfolio advisor will become his/her academic advisor.

The Graduate Council of Hood College must approve a Portfolio advisor who does not hold a terminal degree in his or her field. In such a case, the program director is asked to submit a *curriculum vitae* and three letters of recommendation in support of the advisor to the Dean of the Graduate School prior to the student's registration for HUM 594. The Graduate Council reviews credentials and recommends acceptance or rejection of the proposed advisor. Final approval of the advisor is made by the Dean of the Graduate School, based upon the credentials of the proposed advisor and the recommendation of the Graduate Council.

The Portfolio advisor will assist the student in designing the project. The process of identifying a Portfolio theme and three relevant course papers requires careful reflection, and students should begin discussing ideas with their advisor as soon as possible. If students know early that they will complete the Portfolio option, they may consider writing course papers with their broader Portfolio theme in mind.

- 2) *Complete a Portfolio Proposal.* In consultation with their Portfolio advisor, students must prepare a formal Portfolio proposal. The proposal should be 1-3 pages in length (double spaced) including the bibliography. To complete the proposal, each student must:

- a) Identify the central theme or topic of the Portfolio.
 - Note: The central theme will be the subject of the Portfolio’s introductory chapter.
- b) Identify three papers from three separate classes that connect to each other and the central theme of the Portfolio. While the original drafts of the selected papers may vary in length, all final revised papers should be at least 10-12 pages in length.
- c) Prepare a supporting bibliography of approximately 15 sources. The sources may be drawn from the student’s chosen papers and will be used to support the arguments offered in the introductory chapter.
- d) Establish a Timeline for Completion of the Portfolio.
 - Note: Students should plan to spend at least one semester on the Portfolio. The time needed to complete the project will vary according to the nature of each Portfolio and the specific revisions required for each chosen paper. Students may be enrolled as “In Progress” (IP) for subsequent Fall and Spring terms if the paper is not completed within the original semester of enrollment.
- e) Write a proposal for the project that introduces the Portfolio theme, the chosen coursework, and the connections between the papers and the project’s broader focus. The proposal should include the project timeline.
- f) Complete the Portfolio Proposal Cover Sheet.
 - **NOTE: This is not the same as the Title Page for a Portfolio (See below.)**
 - Both the Portfolio Advisor and the Program Director must approve the proposal and sign the required cover sheet. (See end of this section.)

- 3) *Register for HUM 594 – Portfolio.* To register, students must submit to the Registrar’s Office a petition to enroll along with an approved proposal that includes a signed proposal cover sheet. Please see below for the required permission to enroll form. Students may not enroll in HUM 594 until the Registrar’s Office receives all required documentation and signatures.

To complete HUM 594, students must:

- 1) *Write the Portfolio* – Students must develop and maintain a steady research, writing, and editing schedule in regular consultation with the advisor. While writing, students should review often the checklist used to review and grade Portfolios (see page 25).

A successful portfolio must include:

- a) Introductory Essay (at least 10-12 pages) – The essay should introduce a specific idea, theme, or analytical question that connects the selected papers and explains their broader relevance.

- b) Three Revised Papers (at least 10-12 pages each) – The papers should be revised to emphasize connections between their particular subjects and the broader focus of the Portfolio. Substantial revisions, or even rewrites, may be required to ensure that the three papers address the portfolio’s broader theme.
- c) Bibliography – List at least 15 titles that address the project’s broader theme and support the arguments made in the introductory essay and the revised papers. The bibliography may comprise titles cited in the original papers.
- d) **Please see the additional formatting guidelines below!**

- 2) *Identify Two Additional Readers for the Portfolio Review.* While working on the Portfolio, students should begin identifying two additional readers to serve on the final Portfolio review committee. A student should select reviewers with expertise relevant to the theme of the Portfolio. At least one member of the committee must be a full-time equivalency (AC) faculty member at Hood College. Additional members of the committee may be an AC faculty member in the degree program, another faculty member from the program, or another professional working on the research topic.

Reviewers from other academic institutions or organizations with relevant interests may be chosen with approval of the Portfolio advisor and program director. For non-members of the faculty, a *curriculum vitae* and one letter of recommendation must be submitted to the program director, who will review the credentials and decide if the proposed candidate may sit on the advisory committee.

All members of a student’s advisory committee must approve the final portfolio project. Once they begin writing, students should provide regular progress reports to all members of their committee and should consult with all members, as necessary, to discuss changes to the project.

Remember, students who wish to complete a Portfolio in a given semester, must *submit a complete draft of their work to all committee members for final review* by **Nov 1** in the fall and **Mar 15** in the spring. This ensures that faculty advisors have sufficient time to review a project, that students have time to make final revisions requested by their advisors, and that the College staff has sufficient time to process completed projects. **Failure to meet these deadlines will result in a delayed graduation date. Extensions should not be expected.**

- 3) *Complete the Portfolio Review and Obtain Final Approval from all Members of the Advisory Committee.* After a student completes the Portfolio, he/she must present the project to a committee of three reviewers. The presentation and review may be completed either “in-person” or via email. If conducted via email, the advisors will ask questions about the project’s theme, conclusions, and/or future development. The student will respond to questions via email within 72 hours. The review is considered complete once the advisors have indicated (via email) their satisfaction with the student’s responses. While the Portfolio advisor issues the final project grade, he/she will consider the comments and concerns raised by the additional readers during the review process. All reviewers should refer to the attached “Portfolio Checklist” when

reviewing Portfolios. Portfolio advisors should provide a copy of their completed checklist to each student when issuing a final portfolio grade.

The Portfolio advisor assigns a letter grade, which will reflect not only the quality of the final product, but also the student's performance throughout the project, including the culminating review. A final grade of "F" on the Portfolio usually results in the student's dismissal from the master's degree program.

- 4) Submit Two Copies of the Completed Portfolio with at least one original copy of the cover page to the Graduate School, along with the paperwork and fee required for submission and binding (contact Graduate School).

NOTE: Students are responsible to ensure that final submissions include all required elements and are formatted correctly. If a final submission is incomplete or incorrectly formatted, revisions will be required before the Graduate School will accept the project.

The Portfolio is approved after the Portfolio Review and once all corrections recommended by the advisor and the advisory committee have been made. Signatures on the Portfolio title page indicate final faculty approval. (See below for a sample title page.) (Names of individuals who sign the title page should be typed below the signature line.) Final committee authorization and signatures of the program director and the Dean of the Graduate School are required before the Portfolio is submitted to the library for binding. *At least one of the copies of the title page submitted to the Graduate School should bear original signatures, not photocopies.*

Once the review committee grants final approval to a Portfolio Project, a student must submit 2 copies of the project to the Graduate School. Deliver copies to Jan Marcus / marcusj@hood.edu / 301-696-3603. At least one copy should include a cover page with original signatures. One copy will be held by the Library, and one copy will be held by the Program Director. **Please review the additional submission guidelines below for details on the formatting, organization, and printing required for submission of final projects. The Graduate School will not accept projects with incorrect formatting, organization, and printing. Review and follow guidelines carefully before submission.**

Additional Submission Guidelines:

Copyright

Under the Copyright Act of 1976, the "copyright in the work of authorship" becomes the property of the author who created it. For further information, please refer to the Copyright Office, Library of Congress, Washington, DC 20559.

Students completing a Portfolio must take care to obtain permission before using copyrighted materials within their Portfolio. Permission to use copyrighted materials, such as tables and figures, must be obtained from the holder of the copyright. The student needs to search carefully for the source of the copyright and obtain permission to use the copyrighted materials in the Portfolio document. See sample letter below for use in obtaining such permission. The permission to use copyrighted materials should be referenced in the Portfolio at the point where

such materials are presented. The student must retain copies of the copyright permissions, and supply them to Hood College upon request. Students completing a Portfolio are able to facilitate the use of their Portfolio research and findings by including a copyright waiver as part of the Portfolio document.

Copyright Waiver

In order to permit others to utilize the Portfolio research and findings, the following statement should appear in the Portfolio on the page immediately following the title page, with the heading in standard format: "I **do** authorize Hood College to lend this Portfolio, or reproductions of it, in total or in part, at the request of other institutions or individuals for the purpose of scholarly research." If you do not wish your work to be available to others, the heading should read "I **do not** authorize Hood College to lend this Portfolio, or reproductions of it, in total or in part, at the request of other institutions or individuals for the purpose of scholarly research."

Acknowledgment of Hood College in Publications of Portfolio Work

The Graduate School of Hood College should be acknowledged in publications that result from the Portfolio research. A simple statement of acknowledgment is sufficient. An appropriate example would be "Research reported in this document was originally published in a master's degree Portfolio sponsored by the Department of Humanities and submitted to The Graduate School of Hood College in Frederick, Maryland."

Portfolio Paper and Printing

Students will submit two copies of the Portfolio. The original copy of the Portfolio for the Hood College Library should be on thesis paper, which is available from the Hood College Bookstore. **The minimum requirement is a 20 lb., 25% rag or cotton content paper.** The second copy is for the program director's office. It may be a photocopy, and need only be placed in a black binder, rather than being bound. Additional copies may be made at the discretion of the student. However, waiting for the reading committee's final approval before producing multiple copies will help to avoid unnecessary expense. The Portfolio should be typed or produced on a high quality printer. A dot matrix printer may not be used. Font sizes of 12 point are required for Portfolio work. Standard typefaces should be used, either proportional or monospace. Justification at the right margin is optional. Reduction of tables or figures such that type size is smaller than 10 point is not acceptable.

Headings, Spacing, and Margins

Section headings should contain all uppercase letters, and be in boldface and centered at the top of a new page. All text must be **double spaced** with a left hand margin of 1.5 inches (3.8 cm.) and with right, top, and bottom margins of 1.0 inch (2.5 cm.). **The Graduate School will not accept Portfolios that violate these margin requirements.**

The one exception to this is on a "facing" legend page where the right margin (adjacent to the spine) is 1.5 inches and the left margin (toward the outer edge) is 1 inch. The margin requirements apply to all tables and figures as well as pages with text. A facing figure legend page and the figure together have one page number.

Binding and Distribution

The original Portfolio copy becomes the property of the Hood College Beneficial-Hodson Library. The program director's office retains the second copy for its files. Title pages for both of these copies must bear **original** signatures (not photocopies) of the advisor, reading committee members, program director, and Graduate School Dean. Additional copies may be bound at the student's request for an additional fee. All final copies are to be submitted to the Graduate School prior to the published deadline for each academic semester. The Graduate School will send one copy of the Portfolio to the Library for binding and archiving. Instructions for binding and guidelines for archiving have been published by the Hood College Beneficial-Hodson Library and are included in this document. The student is responsible for all fees associated with the binding and archiving of their Portfolio.

Deadlines

The importance of observing published deadlines for final submission of the completed and approved Portfolio cannot be overemphasized. Students are urged to follow closely and carefully the published dates for Portfolio submission. Arrangements for the Portfolio review should be made early enough to allow time for completion of required corrections. This will enable the candidate to earn the master's degree at the earliest possible date. Past experience has shown that the most common reason for Portfolio candidates to receive their diplomas later than anticipated is poor planning with respect to the deadlines.

As a general guideline, two copies of all Portfolios are due in final form with signed cover pages to the Graduate School two weeks prior to the last day of classes in the fall or spring semester. However, be sure to check the Catalog or contact the Graduate School to confirm the assigned date each term.

Additional Formatting Guidelines:

Preliminary pages or front matter

All of the below-named sections (if applicable) should begin on separate pages and must be double-spaced. The preliminary pages should be numbered in lower case Roman numerals located at the bottom center of each page. The title page is counted as page "i" but is not numbered. The preliminary pages should appear in the order specified below.

- a. Title page (see sample page in this document)
- b. Statement of Use and Copyright waiver (see example page)
- c. Table of Contents
- d. Abstract
- e. Dedication (this page is optional)
- f. Acknowledgements and Sponsorship
- g. List of Tables – should include the page location of each table, and short legends
- h. List of Figures – should include the page location of each Figure, and short legends
- i. List of Abbreviations (optional)

Main body of the text

The main body of the text should be numbered in Arabic numerals located at the bottom center of each page. The first page is counted as page “1” but is not numbered.

Content Sections

If you use section headings, they should be centered, capitalized, and should begin on a new page. Content sections are presented according to the following guidelines:

Citing sources

Refer to the *MLA Handbook* or *Chicago Style Manual*, as stipulated in “Style” section.

Title Page Signature Guidelines

Names of the individuals signing the title page should be typed in the space below their signature line, above their title.

HOOD COLLEGE BENEFICIAL-HODSON LIBRARY INSTRUCTIONS FOR BINDING

The following procedures apply to Masters’ Theses, BMS Mock Grant Proposals, Humanities Theses (Portfolio) Projects, BMS Master’s Field Work Projects, and ENV Independent Research Projects, all of which are to be submitted to the Hood College Library for binding. A minimum of two copies (one for permanent storage in the Library, and one for the originating Department) will be submitted for binding, and should conform to the guidelines enumerated below.

All pages must have at least 1 ½ inch left margins, and 1 inch upper, bottom, and right margins. These are minimum figures. Photocopies should have the same margins as originals. When making photocopies, special care should be taken when placing the original on the machine so that copies are neither off center nor out of alignment.

Page sequences should be correct and verified. The bindery will not correct pagination errors. Pagination should be uniform and consecutive, i.e., all preliminary pages should appear in Roman numerals in one sequence, and beginning with the title page (which is “page 1,” but is not numbered), all content pages should appear in Arabic numerals in one sequence. If folded pages are included, then these should be folded at least one inch from the right margin to prevent their being cut during the trimming process at the bindery.

Supplementary materials, such as separate electronic disks or large maps or charts that are not to be bound into the finished “book,” should be accompanied by an explanation of how they will be used in relation to the project. E.g., an accompanying CD with raw statistical data might have a note appended stating “Raw statistics, submitted as supporting documentation.” This helps the Library, as it prepares the materials for the bindery, to determine the best way for the bindery to incorporate these materials into the book.

If actual photographs are included, they should be firmly glued to standard 8 1/2 inch x 11-inch pages, and should not move on the page when handled. Full-page photographs come out of the bindery process best. Page protectors may NOT be used because they prevent trimming.

Lightweight papers must be avoided, both for the original and for copies; 20-pound bond paper is the minimum requirement. Paper should be “bright white” in color. Extraneous decorations should not be added to any page. Only the text (which includes, as applicable, charts, tables, illustrations, etc.) should appear on the pages.

The Library asks that the following procedures be observed:

- * Projects ready for binding should be submitted to the Graduate Office in file folders or a box to protect the pages. Please be sure that formatting guidelines have been followed and that all necessary documentation accompanies your submission. Upon receipt, projects will be forwarded to the Library Collection Development Services Department. Binding orders are sent from the Library when a minimum order has been accumulated, therefore, there may be a delay of several months from submission to the Graduate Office until projects are shipped to the bindery while the minimum number of items for binding is accumulated.
- * The Library will retain one original copy (with original signatures on the title page), and the originating department or program will retain the second.
- * The author’s full name, address, telephone number and e-mail address should be included with each copy to be bound.
- * The cost to the author for binding is \$20.00 per copy. Multiple copies should be pre-sorted into complete documents, so that each copy of your project has all of the requisite elements in its proper place. Materials submitted to the Library go out with the next bindery shipment and are usually returned to the Library within five weeks of shipment. Payment for binding is to be made to the Graduate School, and checks for binding should be made payable to Hood College.
- * Students should consider whether they will be in a position to pick up personal copies from the library when the binding is completed. If not, they can request that personal copies be mailed to them. There is a charge of \$5.00 per copy for this service. Mailing charges can be included in the total for binding services, so only one check is necessary. As noted above, payment should be made to the Graduate School, with checks payable to Hood College.
- * Upon receipt from the bindery, the Library's copy of the Master’s Project (Thesis, Mock Grant Proposal, Portfolio, Field Work Project, or Independent Research Project) is cataloged under author, title, and appropriate subject entries. It is then shelved alphabetically by author's last name in the Master’s Project section and is available for use only in the Library.

If the student has ordered additional personal copies of the thesis or project, he or she will be notified by letter when the bound copies are received. It is expected that the student will pick the materials up from the library upon notification.

Humanities Portfolio – Proposal Cover Sheet

Student: _____

Portfolio Title: _____

Portfolio Advisor: _____

Date: _____

Selected Coursework:

I. Paper Title: _____

Course: _____

Semester/Year Completed: _____

II. Paper Title: _____

Course: _____

Semester/Year Completed: _____

III. Paper Title: _____

Course: _____

Semester/Year Completed: _____

Attach to this cover sheet an abstract of the project along with a supporting bibliography and a projected timeline for the completion of the Portfolio.

Portfolio Advisor Approval: _____ Date: _____

Program Director Approval: _____ Date: _____

**HOOD COLLEGE GRADUATE SCHOOL
PERMISSION TO ENROLL FORM**

Name: _____ Semester/Year: _____

Phone: _____ E-mail: _____

THE ABOVE NAMED STUDENT HAS PERMISSION TO ENROLL IN THE FOLLOWING
(A written course proposal ***must*** accompany this form):

_____ HUM 550 – Directed Reading for _____ credits.

_____ HUM 594* – Humanities Portfolio Project

_____ HUM 580 – Humanities Thesis

_____ HUM 595* – Humanities Research Project – Capstone

*Beginning Fall 2008, the Registrar will continue to re-register students each semester for field work/research projects as “IP” (In Progress) until a final grade is submitted. Students are responsible to pay the Graduate School comprehensive fee each fall and spring semester until the project is completed.

#Students who enroll in a thesis must also submit a signed cover sheet with this form and the written proposal.

+Students who enroll in a 6-credit project or course will be registered and billed for all six credits in one semester. Credits will not be split over the course of multiple semesters.

THE ATTACHED WRITTEN PROPOSAL FOR THIS PROJECT/INDEPENDENT STUDY
WAS APPROVED BY:

Student’s Signature: _____ Date: _____

Advisor’s Name (printed): _____

Advisor’s Signature: _____ Date: _____

Program Director: _____ Date: _____

Registrar: _____ Date: _____

For Portfolio Advisors
Portfolio Evaluation Checklist

Student name: _____

Date: _____

Criteria	Satisfactory	Unsatisfactory
There is a complete cover sheet.		
The portfolio is between 40-50 pages in length.		
The project incorporates well the selected course papers.		
The project was completed in a timely manner.		
The introduction clearly articulates how the three papers work together to illuminate a larger idea.		
The introduction reviews the sources consulted in researching the project.		
There is a working bibliography of approximately fifteen sources (or more).		
The project is written with clarity and precision.		
The project can be assessed by scholars outside of the main field of inquiry.		

Comments and suggestions for the student:

SAMPLE PORTFOLIO TITLE PAGE

THE USE OF THE VIRGIN MARY IN MEDIEVAL GERMAN ALTAR PIECES

by

Marjorie Smith

B.A. (University of Maryland) 1983

Portfolio

Submitted in partial satisfaction of the requirements

for the degree of

MASTER OF ARTS

in

HUMANITIES

in the

GRADUATE SCHOOL

of

HOOD COLLEGE

May 2010

Accepted:

 (Type Name)
 Committee Member

 (Type Name)
 Program Director

 (Type Name)
 Committee Member

 April M. Boulton, Ph.D.
 Dean of the Graduate School

 (Type Name)
 Portfolio Advisor

COPYRIGHT LETTER EXAMPLE

Date

Holder of Copyright
Street Address
City, State Zip

Dear Holder of Copyright:

I am a graduate student in the Arts Master's degree program at Hood College in Frederick Maryland. My Portfolio title is _____. I am requesting permission to include in my Capstone the following material:

(Include all relevant information about your request: title, page numbers, year of publication, etc.)

If permission is granted, proper acknowledgement and credit will be incorporated in the Portfolio document.

Sincerely,

Your Name
Contact Information

Thesis (Capstone) Option

NOTE: Students who wish to complete a Portfolio or Thesis (Capstone) in a given semester, must *submit a complete draft of their work to all committee members for final review* by **Nov 1** in the fall and **Mar 15** in the spring. This ensures that faculty advisors have sufficient time to review a project, that students have time to make final revisions requested by their advisors, and that the College staff has sufficient time to process completed projects. **Failure to meet these deadlines will result in a delayed graduation date. Extensions should not be expected.**

Thesis (Capstone) Option

Note: MAHAC (M.A. Humanities Advisory Council) approval is required for any student to begin work on a Thesis (Capstone) and enroll in HUM 595.

HUM 580 – Humanities Thesis

After completing the four required humanities proseminars (HIST 501, PLRL 501, LIT 501, FA 501) and all elective coursework for a total of at least 24 credits, every student pursuing the thesis (capstone) option will enroll in HUM 580 (HUM 595). This is an independent research project or a creative writing project with an academic introduction. The student will work closely with a faculty advisor and two other faculty members. The project is expected to be between **40-80 pages** in length, exclusive of footnotes or other documentation. Students will present their final projects to their advisor and committee members for a final discussion of their research and its potential future development.

Note: Students who enrolled in the program before fall 2015 should register for HUM 595 – Research Project (Capstone). Students who enrolled in the program during or after the fall 2015 should register for HUM 580. *The requirements of the projects are identical.* The guidelines listed here apply to both HUM 595 and HUM 580.

To enroll in HUM 580 (HUM 595), students must:

- 1) *Identify a Thesis (Capstone) Advisor.* It is expected that the Capstone advisor will hold a Ph.D. in the topic of Thesis (Capstone) research.

The Graduate Council of Hood College must approve a Thesis (Capstone) advisor who does not hold a terminal degree in his or her field. In such a case, the program director is asked to submit a *curriculum vitae* and three letters of recommendation in support of the Thesis (Capstone) advisor to the Dean of the Graduate School prior to the student's registration for HUM 580 (or HUM 595). The Graduate Council reviews credentials and recommends acceptance or rejection of the proposed advisor. Final approval of the advisor is made by the Dean of the Graduate School, based upon the credentials of the proposed advisor and the recommendation of the Graduate Council.

- 2) *Request permission from MAHAC to pursue the Thesis (Capstone) option.* The Thesis (Capstone) is a rewarding, yet challenging, academic endeavor. To ensure student success with such projects, MAHAC reviews the academic performance of all students who wish to pursue the Thesis (Capstone) option. **Students should not apply for permission until they have completed at least 3 proseminars and a total of 5 courses in the program.** To request permission to pursue a Thesis (Capstone), a student should submit the following to the Program Director for distribution to the members of MAHAC:

- 1) cover letter with:
 - a) a brief (500 words) synopsis of the potential Thesis (Capstone) topic
 - b) the name of the potential advisor

- c) a brief discussion of the relationship between the Thesis (Capstone) and the student's broader academic interests and professional goals
- d) a preliminary bibliography of 10-12 sources
- 2) letter of support from potential advisor
- 3) writing sample from a graduate course offered in the M.A. Humanities program at Hood College

To determine an applicant's readiness for the project, the members of MAHAC will review his/her academic performance in the program and may consult faculty members with whom the student has worked. **Members of MAHAC aim to complete applicant reviews within 3-4 weeks of submission. Students should plan accordingly and should not expect expedited decisions. Responses will be slower at the end of the semester and in the summer.**

- *If MAHAC does not grant a student permission to pursue a Thesis (Capstone), he/she may appeal the decision and resubmit their application once. If MAHAC denies the appeal, the student must complete the Portfolio Option (HUM 594) to earn the degree.*

- *If MAHAC grants a student permission to pursue a Thesis (Capstone), he/she may proceed with the proposal process.*

- 3) *Assemble a Thesis (Capstone) Advisory Committee.* Once a student has permission from MAHAC to pursue the Thesis (Capstone) option, he/she can begin working with their chosen advisor to develop the project. The advisor can also help identify two additional readers who will serve on a student's Thesis (Capstone) advisory committee and will provide feedback as needed. While all three readers will conduct the final Thesis (Capstone) Review, the advisor will be responsible for assigning the final grade.

The Thesis (Capstone) advisor serves as the chair of the advisory committee. At least one member of the committee must be a full-time equivalency (AC) faculty member in the sponsoring program. Additional members of the committee may be an AC faculty member in the degree program, another faculty member from the program, or another professional working on the research topic. For non-members of the faculty, a *curriculum vitae* and one letter of recommendation must be submitted to the program director, who will review the credentials and decide if the proposed candidate may sit on the advisory committee.

All members of a student's advisory committee must approve the project proposal, should be kept informed of progress on the project, and should meet as required to help guide the research.

- 4) *Draft a Thesis (Capstone) Proposal.* A thorough proposal is required for success on any Thesis (Capstone) project and provides an essential plan for the work that lies ahead. To ensure the timely completion of their degree, students may not begin work on their final project until they have a clear, detailed proposal. Drafting a proposal involves frequent collaboration with the advisor and requires research, writing, and editing. **Students should plan to spend at least 1 semester writing, revising, and gaining approval of their proposal.**

Proposals should be 3-6 pages in length (double spaced) including the bibliography and must be in narrative, not outline, form. All proposals should include:

- a) the Thesis (Capstone) Proposal Cover Sheet (see below)
 - **NOTE: This is not the same as the Title Page for a Capstone (also below).**
- b) a concise statement of the analytical research question
- c) a statement of the project's hypotheses and arguments
- d) a brief discussion of the project's connection to the relevant literature and fields of research
- e) an overview of the project's organization by chapter or section
- f) a brief discussion of the primary and/or secondary sources to be consulted
- g) a timetable for completion of the project
- h) a preliminary bibliography of at least 20 sources

- 5) *Register for HUM 580 – Thesis (HUM 595 – Capstone)*. Once the program director and all three member's of a student's advisory committee have approved the project proposal and signed the proposal cover sheet, the student may register for HUM 580 (HUM 595). To register, students must submit to the Registrar's Office a petition to enroll along with an approved proposal that includes a signed proposal cover sheet. Please see below for the petition to enroll form. Students may not enroll in HUM 580 (HUM 595) until the Registrar's Office has proof of a project's approval.

To complete HUM 580 (HUM 595), students must:

- 1) *Write the Thesis*. Throughout the project, students must maintain a regular research, writing and editing schedule. Students should consult their advisors often as they develop, draft, and revise the project and should **plan to spend 2 semesters writing and revising**. Students will be enrolled as "In Progress" (IP) for subsequent Fall and Spring terms if the paper is not completed within the original semester of enrollment. While writing, students should review often the checklist used to review and grade Theses (Capstones) (see page 39).

- Please see the additional formatting guidelines below!

- 2) *Complete the Thesis (Capstone) Review and Obtain Final Approval from all Members of the Advisory Committee*. The final project should be between 40 and 80 pages in length, exclusive of footnotes or other documentation. Advisors may request multiple revised drafts before granting final approval.

Remember that students who wish to complete a Thesis (Capstone) in a given semester, must *submit a complete draft of their work to all committee members for final review* by **Nov 1** in the fall and **Mar 15** in the spring. This ensures that faculty advisors have sufficient time to review a project, that students have time to make final revisions requested by their advisors, and that the College staff has sufficient time to process completed projects. **Failure to meet these deadlines will result in a delayed graduation date. Extensions should not be expected.**

In addition, students must **submit the final Thesis (Capstone)** along with the required Cover Sheet and signatures to the Graduate School **at least two weeks prior to the Thesis (Capstone) Review.** The Dean of the Graduate School and/or the Program Director may be invited to attend the Review at the discretion of the advisor.

After all members of the advisory committee have approved the final written project, the student and the committee will meet *in-person* (not via email) for an hour-long discussion of the student's work. Faculty members may ask questions about the research and findings and offer advice for the project's future development.

All reviewers should refer to the "Thesis (Capstone) Checklist" below when reviewing projects. Students should also review the list prior to submitting their projects. Thesis (Capstone) advisors should provide a copy of their completed checklist to each student when issuing a final grade.

While the Thesis (Capstone) advisor issues the final project grade, he/she will consider the comments and concerns raised by the additional readers during the review process. The Thesis (Capstone) advisor assigns a grade of S (satisfactory) or U (unsatisfactory) for the project. Grades reflect not only the quality of the final product but also the student's performance throughout the project, including the culminating discussion. A final grade of "U" on the Thesis (Capstone) usually results in the student's dismissal from the master's degree program.

- 3) *Submit Two Copies of the Completed Project with at least one original copy of the cover page to the Graduate School, along with paperwork and fee required for submission and binding (contact Graduate School).*

NOTE: Students are responsible to ensure that final submissions include all required elements and are formatted correctly. If a final submission is incomplete or incorrectly formatted, revisions will be required before the Graduate School will accept the project.

The Thesis (Capstone) is approved after the Thesis (Capstone) Review and once all corrections recommended by the advisor and the advisory committee have been completed. Signatures on the title page indicate approval. (See below for a sample title page.) (Names of individuals who sign the title page should be typed below the signature line.) Final committee authorization and signatures of the program director and the Dean of the Graduate School are required before the Thesis (Capstone) is submitted to the library for binding. *At least one of the copies of the title page submitted to the Graduate School should bear original signatures, not photocopies.*

Once the review committee grants final approval to a Thesis (Capstone), a student must submit 2 copies of the project to the Graduate School. Deliver copies to Jan Marcus / marcusj@hood.edu / 301-696-3603. Each copy should include a cover sheet with original signatures. One copy will be held by the Library, and one copy will be held by the Program Director. **Please review the additional submission guidelines below for details on the formatting, organization, and printing required for submission of final projects. The Graduate School will not accept projects with incorrect formatting, organization, and printing. Review and follow guidelines carefully before submission.**

Additional Submission Guidelines:

Copyright

Under the Copyright Act of 1976, the "copyright in the work of authorship" becomes the property of the author who created it. For further information, please refer to the Copyright Office, Library of Congress, Washington, DC 20559.

Students completing a Thesis (Capstone) must take care to obtain permission before using copyrighted materials within their work. Permission to use copyrighted materials, such as tables and figures, must be obtained from the holder of the copyright. The student needs to search carefully for the source of the copyright and obtain permission to use the copyrighted materials in the Thesis (Capstone) document. See sample letter below for use in obtaining such permission. The permission to use copyrighted materials should be referenced in the Thesis (Capstone) at the point where such materials are presented. The student must retain copies of the copyright permissions, and supply them to Hood College upon request. Students completing a Thesis (Capstone) are able to facilitate the use of their Thesis (Capstone) research and findings by including a copyright waiver as part of the final document.

Copyright Waiver

In order to permit others to utilize the Thesis (Capstone) research and findings, the following statement should appear in the final draft on the page immediately following the title page, with the heading in standard format: "I **do** authorize Hood College to lend this Thesis (Capstone), or reproductions of it, in total or in part, at the request of other institutions or individuals for the purpose of scholarly research." If you do not wish your work to be available to others, the heading should read "I **do not** authorize Hood College to lend this Thesis (Capstone), or reproductions of it, in total or in part, at the request of other institutions or individuals for the purpose of scholarly research."

Acknowledgment of Hood College in Publications of Thesis (Capstone) Work

The Graduate School of Hood College should be acknowledged in publications that result from the Capstone research. A simple statement of acknowledgment is sufficient. An appropriate example would be "Research reported in this document was originally published in a master's degree Thesis (Capstone) sponsored by the Department of Humanities and submitted to The Graduate School of Hood College in Frederick, Maryland."

Thesis (Capstone) Paper and Printing

Students will submit two copies of the Thesis (Capstone). The original copy of the Thesis (Capstone) for the Hood College Library should be on thesis paper, which is available from the Hood College Bookstore. **The minimum requirement is a 20 lb., 25% rag or cotton content paper.** The second copy is for the program director's office. It may be a photocopy, and need only be placed in a black binder, rather than being bound. Additional copies may be made at the discretion of the student. However, waiting for the reading committee's final approval before producing multiple copies will help to avoid unnecessary expense. The Thesis (Capstone) should be typed or produced on a high quality printer. A dot matrix printer may not be used. Font sizes of 12 point are required for Thesis (Capstone) work. Standard typefaces should be used, either proportional or monospace. Justification at the right margin is optional. Reduction of tables or figures such that type size is smaller than 10 point is not acceptable.

Headings, Spacing, and Margins

Section headings should contain all uppercase letters, and be in boldface and centered at the top of a new page. All text must be **double spaced** with a left hand margin of 1.5 inches (3.8 cm.) and with right, top, and bottom margins of 1.0 inch (2.5 cm.). **The Graduate School will not accept a Thesis (Capstone) that violates these margin requirements.**

The one exception to this is on a "facing" legend page where the right margin (adjacent to the spine) is 1.5 inches and the left margin (toward the outer edge) is 1 inch. The margin requirements apply to all tables and figures as well as pages with text. A facing figure legend page and the figure together have one page number.

Binding and Distribution

The original Thesis (Capstone) copy becomes the property of the Hood College Beneficial-Hodson Library. The program director's office retains the second copy for its files. Title pages for both of these copies must bear **original** signatures (not photocopies) of the advisor, reading committee members, program director, and Graduate School Dean. Additional copies may be bound at the student's request for an additional fee. All final copies are to be submitted to the Graduate School prior to the published deadline for each academic semester. The Graduate School will send one copy of the Thesis (Capstone) to the Library for binding and archiving. Instructions for binding and guidelines for archiving have been published by the Hood College Beneficial-Hodson Library and are included in this document. The student is responsible for all fees associated with the binding and archiving of their Thesis (Capstone).

Deadlines

The importance of observing published deadlines for final submission of the completed and approved Thesis (Capstone) cannot be overemphasized. Students are urged to follow closely and carefully the published dates for final submission. Arrangements for the oral defense of the Thesis (Capstone) should be made early enough to allow time for completion of required corrections. This will enable the candidate to earn the master's degree at the earliest possible date. Past experience has shown that the most common reason for candidates to receive their diplomas later than anticipated is poor planning with respect to the deadlines.

As a general guideline, two copies of all Thesis (Capstone)s are due in final form with signed cover pages to the Graduate School two weeks prior to the last day of classes in the fall or spring semester. However, be sure to check the Catalog or contact the Graduate School to confirm the assigned date each term.

Additional Formatting Guidelines:

Preliminary pages or front matter

All of the below-named sections should begin on separate pages and must be double-spaced. The preliminary pages should be numbered in lower case Roman numerals located at the bottom center of each page. The title page is counted as page “i” but is not numbered. The preliminary pages should appear in the order specified below.

- j. Title page (see sample page in this document)
- k. Statement of Use and Copyright waiver (see example page)
- l. Table of Contents
- m. Abstract
- n. Dedication (this page is optional)
- o. Acknowledgements and Sponsorship
- p. List of Tables – should include the page location of each table, and short legends
- q. List of Figures – should include the page location of each Figure, and short legends
- r. List of Abbreviations (optional)

Main body of the text

The main body of the text should be numbered in Arabic numerals located at the bottom center of each page. The first page is counted as page “1” but is not numbered.

Content Sections

If you use section headings, they should be centered, capitalized, and should begin on a new page. Content sections are presented according to the following guidelines:

Citing sources

Refer to the *MLA Handbook* or *Chicago Style Manual*, as stipulated in “*Style*” section.

Title Page Signature Guidelines

Names of the individuals signing the title page should be typed in the space below their signature line, above their title.

HOOD COLLEGE BENEFICIAL-HODSON LIBRARY INSTRUCTIONS FOR BINDING

The following procedures apply to Masters’ Theses, BMS Mock Grant Proposals, Humanities Thesis (Capstone) Projects, BMS Master’s Field Work Projects, and ENV Independent Research

Projects, all of which are to be submitted to the Hood College Library for binding. A minimum of two copies (one for permanent storage in the Library, and one for the originating Department) will be submitted for binding, and should conform to the guidelines enumerated below.

All pages must have at least 1 ½ inch left margins, and 1 inch upper, bottom, and right margins. These are minimum figures. Photocopies should have the same margins as originals. When making photocopies, special care should be taken when placing the original on the machine so that copies are neither off center nor out of alignment.

Page sequences should be correct and verified. The bindery will not correct pagination errors. Pagination should be uniform and consecutive, i.e., all preliminary pages should appear in Roman numerals in one sequence, and beginning with the title page (which is “page 1,” but is not numbered), all content pages should appear in Arabic numerals in one sequence. If folded pages are included, then these should be folded at least one inch from the right margin to prevent their being cut during the trimming process at the bindery.

Supplementary materials, such as separate electronic disks or large maps or charts that are not to be bound into the finished “book,” should be accompanied by an explanation of how they will be used in relation to the project. E.g., an accompanying CD with raw statistical data might have a note appended stating “Raw statistics, submitted as supporting documentation.” This helps the Library, as it prepares the materials for the bindery, to determine the best way for the bindery to incorporate these materials into the book.

If actual photographs are included, they should be firmly glued to standard 8 1/2 inch x 11-inch pages, and should not move on the page when handled. Full-page photographs come out of the bindery process best. Page protectors may NOT be used because they prevent trimming.

Lightweight papers must be avoided, both for the original and for copies; 20-pound bond paper is the minimum requirement. Paper should be “bright white” in color. Extraneous decorations should not be added to any page. Only the text (which includes, as applicable, charts, tables, illustrations, etc.) should appear on the pages.

The Library asks that the following procedures be observed:

- * Projects ready for binding should be submitted to the Graduate Office in file folders or a box to protect the pages. Please be sure that formatting guidelines have been followed and that all necessary documentation accompanies your submission. Upon receipt, projects will be forwarded to the Library Collection Development Services Department. Binding orders are sent from the Library when a minimum order has been accumulated, therefore, there may be a delay of several months from submission to the Graduate Office until projects are shipped to the bindery while the minimum number of items for binding is accumulated.
- * The Library will retain one original copy (with original signatures on the title page), and the originating department or program will retain the second.

- * The author's full name, address, telephone number and e-mail address should be included with each copy to be bound.
- * The cost to the author for binding is \$20.00 per copy. Multiple copies should be pre-sorted into complete documents, so that each copy of your project has all of the requisite elements in its proper place. Materials submitted to the Library go out with the next bindery shipment and are usually returned to the Library within five weeks of shipment. Payment for binding is to be made to the Graduate School, and checks for binding should be made payable to Hood College.
- * Students should consider whether they will be in a position to pick up personal copies from the library when the binding is completed. If not, they can request that personal copies be mailed to them. There is a charge of \$5.00 per copy for this service. Mailing charges can be included in the total for binding services, so only one check is necessary. As noted above, payment should be made to the Graduate School, with checks payable to Hood College.
- * Upon receipt from the bindery, the Library's copy of the Master's Project (Thesis, Mock Grant Proposal, Capstone, Field Work Project, or Independent Research Project) is cataloged under author, title, and appropriate subject entries. It is then shelved alphabetically by author's last name in the Master's Project section and is available for use only in the Library.
- * If the student has ordered additional personal copies of the thesis or project, he or she will be notified by letter when the bound copies are received. It is expected that the student will pick the materials up from the library upon notification.

Hood College

Master of Arts in the Humanities

THESIS (CAPSTONE) PROPOSAL COVER SHEET

This form must be attached to the front of the proposal.

Candidate Name: _____

Day Phone: _____ Eve. Phone: _____

Email Address: _____

Proposed Title of Project: _____

Advisor of Project: _____

Advisor's Approval Signature: _____

Second Reader's Signature: _____

Third Reader's Signature: _____

Anticipated Graduation Date: _____

Please attach a Thesis (Capstone) Proposal with all required elements listed in the program handbook. Proposals should be between 3-6 double-spaced pages in length, and must be in narrative, not outline, form. Working bibliographies should have at least twenty sources.

**HOOD COLLEGE GRADUATE SCHOOL
PERMISSION TO ENROLL FORM**

Name: _____ Semester/Year: _____

Phone: _____ E-mail: _____

THE ABOVE NAMED STUDENT HAS PERMISSION TO ENROLL IN THE FOLLOWING
(A written course proposal ***must*** accompany this form):

_____ HUM 550 – Directed Reading for _____ credits.

_____ HUM 594* – Humanities Portfolio Project

_____ HUM 580 – Humanities Thesis

_____ HUM 595* – Humanities Research Project – Capstone

*Beginning Fall 2008, the Registrar will continue to re-register students each semester for field work/research projects as “IP” (In Progress) until a final grade is submitted. Students are responsible to pay the Graduate School comprehensive fee each fall and spring semester until the project is completed.

#Students who enroll in a thesis must also submit a signed cover sheet with this form and the written proposal.

+Students who enroll in a 6-credit project or course will be registered and billed for all six credits in one semester. Credits will not be split over the course of multiple semesters.

THE ATTACHED WRITTEN PROPOSAL FOR THIS PROJECT/INDEPENDENT STUDY
WAS APPROVED BY:

Student’s Signature: _____ Date: _____

Advisor’s Name (printed): _____

Advisor’s Signature: _____ Date: _____

Program Director: _____ Date: _____

Registrar: _____ Date: _____

M.A. in Humanities Advisory Committee
Thesis (Capstone) Evaluation Checklist

Student name:

Date:

Evaluator:

Criteria	Satisfactory	Unsatisfactory
There is a complete cover sheet.		
The final draft is between 40-80 pages exclusive of documentation and graphics.		
The project is appropriate in scope.		
The project has been completed in a timely manner.		
The introduction clearly states the main research question.		
The introduction states of the project's hypotheses and arguments, and whenever possible delineates chapters or sections.		
The introduction briefly discusses the sources consulted in researching the project.		
There is a bibliography of at least twenty sources.		
The project is written with clarity and precision.		
The project can be assessed by scholars outside of the main field of inquiry.		

Comments and suggestions:

SAMPLE THESIS (CAPSTONE) TITLE PAGE

THE USE OF THE VIRGIN MARY IN MEDIEVAL GERMAN ALTAR PIECES

by

Marjorie Smith

B.A. (University of Maryland) 1983

THESIS / CAPSTONE

Submitted in partial satisfaction of the requirements

for the degree of

MASTER OF ARTS

in

HUMANITIES

in the

GRADUATE SCHOOL

of

HOOD COLLEGE

May 2010

Accepted:

(Type Name)
Committee Member

(Type Name)
Program Director

(Type Name)
Committee Member

April M. Boulton, Ph.D.
Dean of the Graduate School

(Type Name)
Capstone Adviser

COPYRIGHT LETTER EXAMPLE

Date

Holder of Copyright
Street Address
City, State Zip

Dear Holder of Copyright:

I am a graduate student in the Arts Master's degree program at Hood College in Frederick Maryland. My Thesis (Capstone) title is _____. I am requesting permission to include in my Capstone the following material:

(Include all relevant information about your request: title, page numbers, year of publication, etc.)

If permission is granted, proper acknowledgement and credit will be incorporated in the Capstone document.

Sincerely,

Your Name
Contact Information