

Thesis/ Professional Report/ Masters Design Study Schedule and guidelines

These guidelines and schedule apply to students earning MSHP, as well as students in the MArch-II HP track (who will complete a Masters Design Study) or the MSCRP HP Specialization (who will complete a Thesis or Professional Report). MArch-II and MSCRP students will follow the requirements and deadlines of their own degree program as well as these.

Departmental Report (ARC 398D) is the equivalent, for MSHP and MArch-II-HP students, of the Thesis, Professional Report or Masters Design Study. For Thesis or MDS, students will register for two semesters of DR, for PR, one semester. The Departmental Report allows the program faculty, rather than the Graduate School, to define specific requirements for your project and the document. The program faculty have defined the Departmental Report as identical to Thesis, PR or MDS, with limited distinctions. The Departmental Report:

- <> requires a committee of three not two (at least two SOA faculty);
- <> allows format, and thus content, to be determined by faculty not Grad School staff;
- <> includes an organized class with a regular meeting time: the Departmental Report Seminar.

All UTSOA Thesis or Professional Report processes, requirements and deadlines apply. When in doubt please ask.

The Departmental Report Seminar serves as a venue for a broader exchange among Historic Preservation students in all SOA masters programs pursuing their degree projects, some of whom will be registered under other course numbers: MSCRP-HP, registered under Thesis or Professional Report. It convenes all HP degree project students for the two semesters of their final year, even though some (PR) will not be registered until the final semester.

A *thesis* makes an original research contribution to the literature of our field; it requires two semesters of registration, 6 credits total. A *Professional Report* is a recognized professional product in the field (e.g. an Historic Structures Report, a Preservation Plan), through which the student demonstrates best practices. It requires a single semester of registration, 3 credits. A *Masters Design Study* (for our MArch-II-HP students) may be thought of as a Professional Report in which the product includes design. A Professional Report may also have a design focus.

The process for all three is similar. Most importantly, PR and MDS need to be conceived as two-semester projects to be successful, and the May deadline applies for your preliminary proposals.

When:

The deadline for completed and signed thesis/PR is set by the Graduate School, on the last day of classes of your Thesis B semester (May 4, 2018). Preservation program deadlines have been set by the HP faculty to help you all get to that finish line.

May 31, 2017: a complete *draft* thesis proposal (on the SOA form) is due to the HP Program. You will submit your actual proposal in August, on a deadline set by the SOA Graduate Studies Committee (last year it was one week before the beginning of fall classes; this year they are likely to move it earlier). The preliminary proposal you submit in May need not be the one you submit in August; several excellent theses have grown out of internships and other summer

experiences. The preliminary proposal will ensure that you're familiar with thesis and the thesis proposal. And if it's the one you submit, then you're ahead of schedule!

Friday before Thanksgiving (Nov. 17, 2017): expanded outline, draft abstract and two draft chapters due.*

January 31, 2018: poster draft due.

Friday before Spring Break (March 9, 2018): complete 1st draft due. This is a hard deadline: no complete draft, no May graduation.

last day of classes (May 4, 2018): upload final version.

Monday a week after Spring Break (March 26, 2018): presentations & review.

Wednesday of Jury Week (May 9, 2018): Poster pin-up (so the whole SOA community will have a couple of days to peruse our work).

Friday of Jury Week (May 11, 2018): Poster session: students are on hand and prepared to answer questions about their posters.

(MARCH-II-HP students: you will also make a final MDS presentation as scheduled in the final review schedule)

* (these are the current rules; HP faculty may consider additional benchmarks for the Fall & early Spring)

Who: theses/ PRs/ MDSs require a committee of at least two faculty. The HP program requires at least three, two of whom must be SOA faculty. We encourage you to identify committee members and speak with them before your HP program submission in May.

What:

The abstract is a one-page summary of your thesis/PR. In the present tense (not "I will") it explains what you have done, what you have concluded, and why it matters. The abstract's organization should reflect the organization of the thesis/PR. The abstract is an exercise in writing discipline; details have no place in it. The abstract is not the same as the first paragraphs of your introduction.

The expanded outline details, in complete sentences, what each chapter will include. Each chapter's description is an abstract for that chapter. It tells what you are going to tell, without detail, but also without any gaps. It will show the flow of argument and evidence through the whole document.

Complete first draft: means all the chapters, with a reasonable stab at all the words. Of course there may be missing pieces, but they will be sub-paragraph pieces:

OK: "[insert names of complete design team]"

not OK: "[insert conclusion]"

Your drafts should include graphics. You don't need to have copyright permission in hand to circulate your graphics to your committee. If you intend graphics that you don't yet have, insert a placeholder. Be specific [e.g. "full-page distribution map showing number of properties by country, which I will produce"].

Poster: 24x36 vertical format. The UTSOA poster session will be midday Friday at the end of jury reviews, with refreshments to encourage an audience for this presentation and celebration of your completed projects.

The product: Finally: what are you producing? For the **thesis:** not a hundred pages of text, not a book MS. Generally: a substantial article MS for an A-list journal in whatever field is appropriate: for example, *Journal of the Society of Architectural Historians*, *Association for Preservation*

Technology Bulletin, Journal of Preservation Education and Research, Journal of the American Institute of Conservation, American Planners Association Journal. This means 8,000 - 15,000 words, very well selected and organized. Additional material (data, case studies, literature reviews) may go in appendices (which will not appear in an article).

For the **Professional Report:** format will come from the conventions of the profession (e.g. National Register Multiple Property Documentation Form; NPS Cultural Landscape Inventory).

For the **Masters Design Study:** generally a research component + a design component. These can vary greatly in emphasis and in format. Discuss with your committee.

All formats: Expect to rewrite (redesign) the whole thing two or more times.

Illustrations are important to all preservation subjects. They should be as carefully selected as your words. They should be incorporated in the body of the text so that words and illustrations communicate together. They should be incorporated in drafts from the beginning so that readers can evaluate words and images together.

Citations and notes should be included from the beginning (for your own sake - it is much more work to construct them afterwards). They should be formatted as footnotes appearing at the bottom of each page, not at the end of a document - particularly helpful when you are circulating drafts of single chapters or sub-chapter bits.