

Master of Historic Preservation/Heritage Conservation Thesis
ARCH 691b (4 units)
Spring 2018
Instructor: Trudi Sandmeier
Graded – IP/CR/NC

This course is divided into two parts – the A portion is devoted to the preparation of the student to embark on their thesis research. The B portion is structured to allow the student to pursue their research agenda and to write their thesis.

ARCH 691b

This class is open to students who have satisfactorily completed ARCH 691a and have the permission of the Director of the Program. This class is designed as an independent study course.





It is expected that students will spend a MINIMUM of 12 hours a week working on their thesis.

Each student will meet **WEEKLY** with their thesis committee chair, and on an as needed basis with their committee members, over the course of the semester to review their research and progress toward completion. A thesis will be due at the conclusion of the research. This thesis must conform to university requirements as listed the university catalogue (<http://catalogue.usc.edu/content.php?catoid=7&navoid=1767>).

The Chicago Manual of Style (CMS) (16th or 17th edition / notes-bibliography style) is the citation format required for an MHC thesis. There is a link to the online version of the CMS on Blackboard.

Course Deliverables:

DUE Friday, January 12 – Use the checklist below to track all **FOUR of the elements required.**

1. Students are each responsible for creating a **THESIS “PRODUCTION” SCHEDULE** (key milestones and allotted time for meeting them between now and the **Friday, March 23, 2018** by 12:00 pm noon PST thesis checklist submission deadline – if you are using a different deadline, adjust accordingly). Please work with your committee chair to get this done in the first week of the semester to create an agreed upon framework for completing your work. You will need to incorporate the due dates below. Clearly, the due dates are flexible depending on the number of chapters you are writing. Please email to both instructor and committee chair (if different). 
2. **Fill out your THESIS COMMITTEE FORM** if you have not already (use the information from the Thesis Committee info pdf in Blackboard to fill out) please ask if you have questions! This form needs to be signed by all of your committee members, as well as yourself, Trudi, and the Dean. Once signed, it will need to be scanned and submitted as a pdf to Thesis Center. (http://graduateschool.usc.edu/assets/doc/Appointment_Change_of_Masters_Committee.pdf). 
3. Create your **THESIS CENTER** account - <https://grad.usc.edu/ThesisCenter>
Most of the information you need to do this is also on your Thesis Committee form. Feel free to put in a draft title – but remember that you will have to update it to the correct title if you change it in progress... 
4. **THESIS OUTLINE** – please submit your 250 word abstract and the working outline of the contents of your thesis. Please describe chapter contents in as much detail as possible. Please email to both instructor and committee chair (if different). 

DUE January 22 – Draft Chapter

DUE February 2 – Draft Chapter

DUE February 9 – Draft Chapter

DUE February 16 – Draft Chapter

DUE February 23 – Draft Chapter

DUE March 1 – Complete Final Draft (Including corrections from previous drafts, 250 word abstract, images, introduction, conclusion, and bibliography)

THESIS DEADLINES: There are three deadlines that must be met in the Spring Semester of 2018 for a Degree Conferral Date of May 2018. Your committee members must indicate their approval by the Checklist Submission Deadline. See the Graduate School's Guidelines for Thesis Submission (<http://graduateschool.usc.edu/current-students/thesis-dissertation-submission/guidelines-for-submission/>) for more details on the checklist.

Checklist Submission Deadline

Friday, March 23, 2018 by 12:00 pm noon PST

Manuscript Submission Deadline

Friday, March 30, 2018 by 12:00 pm noon PST

Library Submission Deadline

Saturday, May 12, 2018 by 12:00 am PST

PAST MASTER OF HISTORIC PRESERVATION or HERITAGE CONSERVATION THESES AT USC

A chronological list is posted on the MHC page at <http://arch.usc.edu/programs/master-heritage-conservation> and full-text versions are posted on ProQuest Dissertations and Thesis-Full Text in USC Electronic Library Resources

Additional related theses:

McAlister, Benjamin. "Conservation and Reconstruction of Textile Blocks: A Method for Preserving the Concrete Exterior of the Freeman House in Hollywood, California." Master of Building Science Thesis University of Southern California, 2009.

Ormsbee, Alice. "Water in the Freeman House: A Study of the Block in the Textile Block Construction Assembly as the Primary Route for Water Infiltration." Master of Building Science Thesis, University of Southern California, 2006.

Statement on Academic Conduct and Support Systems

Academic Conduct:

Plagiarism – presenting someone else's ideas as your own, either verbatim or recast in your own words – is a serious academic offense with serious consequences. Please familiarize yourself with the discussion of plagiarism in SCampus in Part B, Section 11, "Behavior Violating University Standards" policy.usc.edu/scampus-part-b. Other forms of academic dishonesty are equally unacceptable. See additional information in SCampus and university policies on scientific misconduct, <http://policy.usc.edu/scientific-misconduct>.

Support Systems:

Student Counseling Services (SCS) – (213) 740-7711 – 24/7 on call

Free and confidential mental health treatment for students, including short-term psychotherapy, group counseling, stress fitness workshops, and crisis intervention. engemannshc.usc.edu/counseling

National Suicide Prevention Lifeline – 1 (800) 273-8255

Provides free and confidential emotional support to people in suicidal crisis or emotional distress 24 hours a day, 7 days a week. www.suicidepreventionlifeline.org

Relationship and Sexual Violence Prevention Services (RSVP) – (213) 740-4900 – 24/7 on call

Free and confidential therapy services, workshops, and training for situations related to gender-based harm. engemannshc.usc.edu/rsvp

Sexual Assault Resource Center

For more information about how to get help or help a survivor, rights, reporting options, and additional resources, visit the website: sarc.usc.edu

Office of Equity and Diversity (OED)/Title IX Compliance – (213) 740-5086

Works with faculty, staff, visitors, applicants, and students around issues of protected class. equity.usc.edu

Bias Assessment Response and Support

Incidents of bias, hate crimes and microaggressions need to be reported allowing for appropriate investigation and response. studentaffairs.usc.edu/bias-assessment-response-support

The Office of Disability Services and Programs

Provides certification for students with disabilities and helps arrange relevant accommodations. dsp.usc.edu

Student Support and Advocacy – (213) 821-4710

Assists students and families in resolving complex issues adversely affecting their success as a student EX: personal, financial, and academic. studentaffairs.usc.edu/ssa

Diversity at USC

Information on events, programs and training, the Diversity Task Force (including representatives for each school), chronology, participation, and various resources for students. diversity.usc.edu

USC Emergency Information

Provides safety and other updates, including ways in which instruction will be continued if an officially declared emergency makes travel to campus infeasible. emergency.usc.edu

USC Department of Public Safety – UPC: (213) 740-4321 – HSC: (323) 442-1000 – 24-hour emergency or to report a crime.

Provides overall safety to USC community. dps.usc.edu