

## **SSCI 594z, Master's Thesis**

### *Syllabus*

**Units:** 2

**Term — Day — Time:** Summer 2018, Online

**Location:** Online

**Instructor:** Karen K. Kemp

**Office:** Holualoa, Hawaii

**Regular Office Hours:** Mon 12-1 pm PT and Wed 3-4 pm PT via Blue Jeans – please contact me via email in advance to ensure I will be online. Also available most days and times by appointment via email.

**Contact Info:** kakemp@usc.edu, 808-322-9430 (Hawaii), Blue Jeans: [www.bluejeans.com/kakemp](http://www.bluejeans.com/kakemp)

**Library Help:** Andy Rutkowski

**Office:** VKC 36B

**Office Hours:** Tuesdays 10 am-12 noon PT and Thursdays 4:30-5:30 pm PT

**Contact Info:** [arutkows@usc.edu](mailto:arutkows@usc.edu), 213-740-6390, <http://bit.ly/andyhangout>

**IT Help:** Richard Tsung

**Office:** AHF 145D

**Office Hours:** By appointment

**Contact Info:** ctsung@usc.edu, 213-821-4415 (office)

## Course Description

SSCI 594z is undertaken if a student does not complete all thesis requirements within the first two semesters of SSCI 594ab. The purpose of these courses is to complete a capstone project in the spatial sciences, culminating students' experiences in the M.S. in GIST Program and validating them as master practitioners.

Students continuing in SSCI 594z are expected to make substantial progress on their thesis research and manuscript with the intention of successfully defending their thesis within this current semester.

## Learning Objectives

On completion of this course, students will be able to:

- Design and execute a meaningful research project that demonstrates spatial thinking and uses the knowledge and skills learned while in the GIST Program.
- Undertake the research process and be aware of research obligations and pitfalls.
- Articulate research or project objectives clearly, situate research within an academic or scholarly context, state claims and evidence clearly, assess validity of claims, evidence, outcomes, and results.
- Utilize the Microsoft Office™ software suite and a bibliographic reference manager competently and efficiently to produce documents that meet M.S. in GIST Program requirements and show your work to advantage.
- Narrate the research process clearly in the form of a formal multi-chapter master's thesis manuscript, structured according to the approved M.S. in GIST thesis style.
- Describe your master's research clearly and succinctly, in written and oral forms, to faculty, mentors, and potential sponsors.

**Prerequisite(s):** SSCI 594b

**Co-Requisite (s):** None

**Concurrent Enrollment:** None

**Recommended Preparation:** Students must be enrolled in the M.S.in GIST Program and have an approved thesis prospectus or proposal, with an advisor and committee members assigned.

## Course Notes

The preparation and defense of your master's thesis is the culminating experience in the M.S. in GIST Program. Students are expected to work with a high level of self-motivation. Successful students exercise initiative and exhibit strong communication skills in working with their advisors and committee members.

This course requires individual effort that is overseen by the course instructor, your Thesis Advisor. Weekly or bi-weekly meetings will be held to discuss progress and review submitted documents. Once the research and necessary analysis and results compilation are completed,

then individual thesis chapters will be written and revised iteratively until we both agree that the document is ready for submission to the Thesis Committee. If the committee agrees, then a Defense of your thesis will be held. Following successful completion of the Defense, the manuscript is revised a final time and once approved, can be uploaded.

Upon successful completion of the thesis, the In-Progress (IP) grade received in SSCI 594a will be converted to Passing (P), and students also will receive a Passing (P) grade for SSCI 594b.

## **Technological and Communication Requirements**

Every student must have the following technology requirements:

- A computer with a fast Internet connection.
- A functional webcam and a microphone for use whenever a presentation or meeting is scheduled.
- A current web browser - generally it is a good idea to have more than one installed on your computer as browser requirements are constantly evolving and their ability to work with various applications varies.

*Blackboard* – While each student will complete his or her work independently, a course Blackboard site is available to provide guidance about the required administrative processes and manuscript format. Links to necessary timetables, procedures and forms will be found here as well as discussion boards through which you can share ideas and support with other thesis students. During the first week of the semester, you should confirm that you can access the Blackboard site. Please read promptly all communications that are sent through it.

*SSI server and tech support* – Unlike other courses in the GIST Program, students in this course will utilize the Spatial Sciences Institute Server only for independent thesis work. If you are unable to connect to the server or experience any type of technical issue, send an email to SSI Tech Support at [spatial\\_support@usc.edu](mailto:spatial_support@usc.edu) and copy (cc) me on the email. Be sure to be specific in email sent to SSI Support with respect to the problem you are experiencing.

*Meetings and presentations (including defenses)* – Blue Jeans is a browser-based service that facilitates synchronous, interactive sessions with voice/video and shared desktop capabilities between two or more people; this is the primary forum for our individual meetings and presentations. To use Blue Jeans, you'll need a web cam on a computer with a fast internet connection. It is useful also to have a phone (mobile or landline) on hand in case there are issues with the web cam audio.

*Communications* – This is a distance learning course, so many of our interactions will be asynchronous (not at the same time). All materials to be handed in will be submitted via Blackboard or via email. Please be sure that you read as soon as possible all email sent from Blackboard or from me. Check now to make sure that mail sent from both the USC Blackboard accounts and directly from my usc.edu account does not go into your junk mail!

## **Required Textbooks**

Students will continue to refer to the textbooks that were required in SSCI 594a:

1. Turabian K.L, W.C. Booth, G.G. Colomb, and J.M. Williams 2013. *A manual for writers of research papers, theses, and dissertations*. 8<sup>th</sup> ed. Chicago, IL: University of Chicago Press.

This book provides a detailed reference to the Chicago 16<sup>th</sup> edition reference and citation style that must be used to meet the SSI GIST thesis format requirements.

2. Montello, D.R. and P.C. Sutton 2013. *An introduction to scientific research methods in geography and environmental studies*. 2<sup>nd</sup> ed. Los Angeles, CA: Sage.

This book provides guidance on the undertaking and design of research in Spatial Science.

## **Description and Assessment of Assignments**

There are no formal assignments in this course. In consultation with me, your Thesis Advisor, students develop a personal work schedule with specified deliverables. Weekly or bi-weekly individual meetings will be held online to discuss submitted deliverables and revise the work plan if needed.

## **Grading Breakdown**

Since there are no assignments, there is no assignment of grades in this course. Completion of this course is determined when each member of your Thesis Committee digitally signs the Approval to Upload form. This form is signed after successful completion of the oral defense and acceptance by each committee member of the thesis document.

## **Course Schedule**

In consultation with the course instructor, each student will develop his or her own work schedule for the course. This schedule will be uploaded into Bb at the beginning of the semester and revised as needed as the work progresses.

There are two possible schedules to follow in this course. Option 1 is very aggressive and requires that all of the hands-on project work has already been completed by the beginning of this semester and much of the writing is also done. Thus the work completed in this semester involves only finalizing, defending and revising the thesis document. If successful in this aggressive timetable, students will be able to upload by mid-semester and achieve a degree dated at the end of this semester.

Option 2 allows time for the project work to be completed in addition to the thesis preparation, revision and defense. By uploading before the beginning of the following semester, students will avoid having to register and pay for 594z, though degrees will be dated at the end of the following semester.

**Option 1 Basic Timetable** – All work completed and final approved and defended thesis uploaded before the Graduate School's deadline that falls during Week 10. Degree will be dated

at the end of this semester. The following timetable lays out the maximum amount of time possible. Tasks can be completed earlier than shown.

Date	Tasks
Week 1 (or earlier)	Meet with advisor and committee Deliver full draft
Week 2	Revise
Week 3	Submit draft to committee
Week 4	Defense
Week 5	Revise
Week 6	Deadline for committee approval 6/22
Week 7	Upload final thesis by 6/29

**Option 2 Basic Timetable** – All work completed by the end of the semester. Registration in next semester not required, however your degree will be dated at the end of next semester. The following timetable lays out the maximum amount of time possible. You are encouraged to complete tasks earlier than shown.

Date	Tasks
Week 1	Prepare work schedule Meet with advisor
Week 2	Committee meeting Begin technical work
Weeks 3 to 6	Complete technical work
Weeks 7 to 10	Prepare thesis draft
Weeks 11 to 12	Revise thesis draft
Week 13	Submit draft to committee
Week +1	Defense
Week +2	Final revisions
Week +3	Deadline for committee approval 8/31
Week +4	Upload final thesis by 9/7

## 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](http://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](http://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](http://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](http://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](http://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](http://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](http://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](http://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](http://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](http://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](http://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](https://dps.usc.edu)

***Resources for Online Students***

The Course Blackboard page and the GIST Community Blackboard page have many resources available for distance students enrolled in our graduate programs. In addition, all registered students can access electronic library resources through the link <https://libraries.usc.edu/>. Also, the USC Libraries have many important resources available for distance students through the link: <https://libraries.usc.edu/faculty-students/distance-learners>. This includes instructional videos, remote access to university resources, and other key contact information for distance students.