



SYLLABUS

ARCH 691b: Heritage Conservation Thesis Preparation and Thesis

4 Units

Spring 2024

Monday, 1:00 – 4:50 pm

Location: Watt 327

Instructor: Cindy Olnick

Office: Watt 327

Office Hours: By appointment

Contact Info: olnick@usc.edu, (323) 363-2133 (will reply within 48 hours unless notified otherwise)

Course Description

Directed research toward the completion of the master's thesis in heritage conservation. Students will work with the instructor and their thesis committee to complete their master's thesis over the semester.

This course is the second portion of the two-part course, ARCH 691. 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 is open to students who have satisfactorily completed ARCH 691a and have the permission of the Director of the Program.

Learning Objectives

By the end of this course, students will have completed their master's thesis in heritage conservation. Beyond learning and analyzing the thesis subject matter, students will strengthen their skills in research, writing, time management, and organization.

Prerequisite(s): ARCH 549, ARCH 691a

Course Notes

Not Graded—In Progress (IP), then Credit (CR) after thesis uploaded

Time Commitment: 12 hours a week MINIMUM

As noted below, this course has an aggressive schedule. Students are expected to spend the full 4 hours of class time on their thesis, plus at least 8 more hours a week working on their thesis.

Throughout the semester, each student will meet **WEEKLY** with their thesis instructor, and as needed with their committee chair and other committee members, to review their research and progress toward completion. Class time may be used for this purpose.

A thesis is due at the conclusion of the research. This thesis must conform to university requirements as listed the university catalogue.

This course will have targeted discussion but not lectures. All course information will be posted on Blackboard. It will take place in person, with group and one-on-one meetings followed by independent study and consultation.

Required Readings and Supplementary Materials

All readings and supplementary materials will be specific to each student's thesis, except for the Chicago Manual of Style (CMS).

The CMS (17th edition / notes-bibliography style) is the citation format required for an MHC thesis. The online version of the CMS is available in Blackboard. The MHC Thesis Formatting Guidelines in Blackboard should also be used to address common formatting issues.

For general reference, students can also see past MHC theses in the [Master's Thesis Showcase](#).

Assignments

DUE Tuesday, January 16:

1. THESIS COMMITTEE FORM

- [Download the form](#) from the [Graduate School Thesis and Dissertation Submission](#) site.
- Complete the form using the MHC Thesis Committee Form Instructions in Blackboard. Be sure to ask Trudi or Cindy if you have any questions.
- Sign the form and have it signed by all your committee members, as well as Trudi (who will sign as both Director and Dean). Electronic signatures are acceptable.
- Scan the signed form and create a PDF if needed, and [submit the PDF in Thesis Center](#).

2. THESIS CENTER ACCOUNT

- [Create your account in Thesis Center](#).
- See the MHC Thesis Committee Form Instructions (in Blackboard) for most information.
- Feel free to use a draft thesis title, but be sure to update it as needed.

3. THESIS ABSTRACT/OUTLINE

- If you haven't already, create a 250-word abstract and a working outline for your thesis, describing chapter contents in as much detail as possible.
- Email the abstract and outline to both your instructor and your thesis committee chair, if different.

4. THESIS PRODUCTION SCHEDULE

- Work with your thesis committee chair to create a schedule, including time allotments, for the various components of your thesis.
- Base your timeline on the deadlines listed below. The chapter deadlines are flexible, depending on the number of chapters in your thesis. The checklist, manuscript, and library deadlines are not flexible.
- Email the schedule to both your instructor and your committee chair (if different).

Sample Schedules

Thesis deadline option	May degree conferral	August degree conferral
Chapter due	January 22	April 12
Chapter due	February 5	April 26
Chapter due	February 19	May 10
Chapter due	March 4	May 24
Complete final draft*	March 11	May 31
Revised final draft	March 22	June 14
Checklist submission deadline	March 29	June 21
Manuscript submission deadline	April 5	June 28
Library submission deadline	TBD	TBD
Degree conferral	May 2024	August 2024

- ***Complete final draft:** All substantive writing is done; you've put your ideas forward and made your case for thesis committee. Images/figures should be in place, but captions don't need to be final. Formatting, table of contents, bibliography, and other logistical details are not final.
- **Checklist Submission Deadline:** When your text is final and all committee members agree that you are finished, they will sign off using the Graduate School's online Approval to Submit form. **This deadline is extremely important:** If you miss it, you will not graduate until the following semester. If you miss the checklist deadline for May degree conferral, **you will have to enroll in—and pay tuition for—ARCH 691z** the following semester.
- **Manuscript Submission Deadline (aka Upload Deadline):** You must upload your complete approved thesis to the Graduate School by this deadline. Once you have uploaded your thesis to the Graduate School, you have met the thesis requirement. Any remaining work on the manuscript will not require you to enroll in ARCH 691z.

- **Library Submission Deadline:** The Thesis Coordinator for the Graduate School will review your manuscript and may have requirements for additional changes. These final required changes must be completed by the Library Submission Deadline.

For more about the thesis submission process, see the [Graduate School Thesis Center Guidelines to Submission](#).

Statement on Academic Conduct and Support Systems

Academic Integrity

The University of Southern California is foremost a learning community committed to fostering successful scholars and researchers dedicated to the pursuit of knowledge and the transmission of ideas. Academic misconduct is in contrast to the university's mission to educate students through a broad array of first-rank academic, professional, and extracurricular programs and includes any act of dishonesty in the submission of academic work (either in draft or final form).

This course will follow the expectations for academic integrity as stated in the [USC Student Handbook](#). All students are expected to submit assignments that are original work and prepared specifically for the course/section in this academic term. You may not submit work written by others or "recycle" work prepared for other courses without obtaining written permission from the instructor(s). Students suspected of engaging in academic misconduct will be reported to the Office of Academic Integrity.

Other violations of academic misconduct include, but are not limited to, cheating, plagiarism, fabrication (e.g., falsifying data), knowingly assisting others in acts of academic dishonesty, and any act that gains or is intended to gain an unfair academic advantage.

The impact of academic dishonesty is far-reaching and is considered a serious offense against the university and could result in outcomes such as failure on the assignment, failure in the course, suspension, or even expulsion from the university.

For more information about academic integrity see the [student handbook](#) or the [Office of Academic Integrity's website](#), and university policies on [Research and Scholarship Misconduct](#).

Use of Artificial Intelligence (AI) Generators

Since creating, analytical, and critical thinking skills are part of the learning outcomes of this course, the thesis should be prepared by the student working individually. Students may not have another person or entity complete any substantive portion of the thesis. Therefore, using AI-generated tools is prohibited in this course, will be identified as plagiarism, and will be reported to the Office of Academic Integrity.

Students and Disability Accommodations

USC welcomes students with disabilities into all of the University's educational programs. [The Office of Student Accessibility Services](#) (OSAS) is responsible for the determination of appropriate accommodations for students who encounter disability-related barriers. Once a student has completed the OSAS process (registration, initial appointment, and submitted documentation) and accommodations are determined to be reasonable and appropriate, a Letter of Accommodation (LOA) will be available to generate for each course. The LOA must be given to each course instructor by the student and followed up with a discussion. This should be done as early in the semester as possible as accommodations are not retroactive. More information can be found at osas.usc.edu. You may contact OSAS at (213) 740-0776 or via email at osasfrontdesk@usc.edu.

Support Services

[Emergency Information](#) UPC: (213) 740-4321, HSC: (323) 442-1000 – 24/7

Emergency assistance and avenue to report a crime. Latest updates regarding safety, including ways in which instruction will be continued if an officially declared emergency makes travel to campus infeasible.

[USC Department of Public Safety](#) UPC: (213) 740-6000, HSC: (323) 442-1200 – 24/7

Non-emergency assistance or information.

[TrojanSupport](#)

Peer support for students, by students; [this chart](#) summarizes on-campus, academic, and other resources.

[Crisis Text Line](#): Text “TROJAN” to 741741 24/7, also available on WhatsApp

National 24/7 support for anyone in crisis; services can be used anonymously. CTL is a recognized support partner of [USC Student Health](#) but is not a psychotherapy service. No individual patient data is collected or shared through this line.

[Suicide Prevention Lifeline](#): Call 988 or (800) 273-8255 – 24/7

Free and confidential emotional support to people in suicidal crisis or emotional distress. 24 hours a day, 7 days a week. Through [USC Counseling and Mental Health Services](#).

[Trojans Care 4 Trojans](#)

USC Trojans Care for Trojans (TC4T), in the Office of Campus Wellbeing and Crisis Intervention, empowers USC students, faculty and staff to take action when they are concerned about a fellow Trojan challenged with personal difficulties. This private and anonymous request form provides an opportunity for Trojans to help a member of our Trojan Family.

[USC Counseling and Mental Health Services](#) (213) 740-9355 (WELL) – 24/7

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

[Relationship and Sexual Violence Prevention Services](#) (213) 740-9355 (WELL) – 24/7

Or send a secure message through [MySHR](#)

Free and confidential advocate services, including arranging transportation to a specialized SART center for medical care and forensic exam. Confidential advocates are here for you, for any matter you wish to discuss related to intimate partner violence, survivorship, stalking, and other forms of intimate harm.

[Office for Equity, Equal Opportunity, and Title IX \(EEO-TIX\)](#) (213) 740-5086

Information about how to get help or help someone affected by harassment or discrimination, rights of protected classes, reporting options, and additional resources for students, faculty, staff, visitors, and applicants.

[Reporting Incidents of Bias or Harassment](#) (213) 740-2500 or (800) 348-7454

USC Report & Response offers a range of resources and support for reporting concerns, including incidents of bias, hate crimes, and microaggressions.

[Office of Student Accessibility Services \(OSAS\)](#) (213) 740-0776

OSAS ensures equal access for students with disabilities through providing academic accommodations and auxiliary aids in accordance with federal laws and university policy. See the site for a schedule of virtual drop-ins. If you need immediate support, contact the front desk at osasfrontdesk@usc.edu or (if you're registered) email your OSAS Specialist.

[USC Campus Support and Intervention](#) (213) 740-0411

Assists students and families in resolving complex personal, financial, and academic issues adversely affecting their success as a student.

[Diversity, Equity and Inclusion](#) (213) 740-2101

Information on events, programs and training, the Provost's Diversity and Inclusion Council, Diversity Liaisons for each academic school, chronology, participation, and various resources for students.

[Office of the Ombuds](#) (213) 821-9556 (UPC) / (323-442-0382 (HSC)

A safe and confidential place to share your USC-related issues with a University Ombuds who will work with you to explore options or paths to manage your concern.

[Occupational Therapy Faculty Practice](#) (323) 442-2850 or otfp@med.usc.edu

Confidential Lifestyle Redesign services for USC students to support health promoting habits and routines that enhance quality of life and academic performance.