Recognizing that HIS 485: Senior Project is your capstone course in the History program and that its successful completion requires significant consultation with your faculty mentor, you agree to fulfill the stipulations listed below. You acknowledge that failure to meet any of these conditions could adversely affect your grade and delay your graduation.

1. So as not to jeopardize your registration, prepare your proposal exactly as directed. Be sure to list your courses on the top sheet of the Proposal Form (and only ones that received a grade of “C” or better). You must have completed (or will have completed) HIS 385 before next semester. Draft a proposal that is thorough and descriptive; provide at least a 250-word abstract that focuses on your project’s particular dimensions and importance. Include a detailed bibliography of primary and secondary materials. Submit the proposal to the department secretary by the posted date. Keep a copy for your own records.

2. Immediately after receiving your notification letter from the department, and before you are allowed officially to register for HIS 485, you must schedule an appointment with your department-assigned mentor. At this meeting, which should occur no later than one week after the department’s notification, you may be asked to either resubmit a satisfactory revised proposal by a set date or prepare additional materials (such as a more extensive bibliography) by a specified date. Before the end of this current semester, your mentor must officially “sign-off” on the project before you can proceed. Be mindful as well that this approval in no way limits your work to the project’s preliminary bibliography or initial definition.

3. If asked, you will complete a specified list of preparatory readings before proceeding with your research. You will consult with the faculty member about those readings.

4. You will attend the department-wide, introductory session of HIS 485, scheduled for the first week of classes. As your Plattsburgh.edu account is used for all official college business, you will be notified via your campus e-mail address about subsequent meetings held during the semester.

5. No later than the Friday of the first week of classes of the semester in which you are officially registered in HIS 485, you will schedule an appointment to meet with your mentor. At that meeting, you will establish a schedule for subsequent, periodic meetings, at which you will discuss your research and progress.

6. Later in the first month of the semester and in consultation with your mentor, you will establish a writing schedule, including the required dates for the submission of drafts, and discuss your mentor’s high expectations for writing and research, as stipulated in the HIS 485 Student Assessment handout. Failure to meet this schedule could jeopardize your timely completion of the project.

7. Plagiarism or academic dishonesty of any sort will be severely punished. If you have any questions about the use and documentation of materials, raise them with your mentor.
8. During the ninth or tenth week of the semester, you will discuss with your mentor the logistics of the mandatory public oral presentation. Please take note that this public presentation, which is customarily scheduled for the last week of classes, will only be scheduled after your submission by the assigned due date of an acceptable first draft. That date is ultimately decided by your mentor, but is roughly the 12th week of the semester.

9. For that oral presentation, closely follow your mentor’s recommendations, including the time limit, the scope of the topic, and the public delivery.

10. HIS 485 is not completed until you have completed your project by submitting a satisfactory final research paper or project. We ask also that you promptly complete the HIS 485 Student Assessment and submit it to the department secretary.

Students are strongly encouraged to follow the above procedures in order to ensure a timely completion of the project. If you have extenuating circumstances that require you to take an incomplete in this course, you are expected to discuss this with your mentor at the earliest possible moment.

I have read this thoroughly and acknowledge these responsibilities:

Name: ________________________________ Date: ________________

(Please attach this signed sheet to your Proposal Form; keep a copy of all submissions for your own records)