

Student Handbook

We have included in the **Student Handbook** for American and New England Studies material that we hope will help you navigate through the program—information about requirements, advising, and research, and guidelines for exit papers, theses, projects, and internships.

I also want to direct you to the USM Graduate Academic Policies, which can be accessed on-line at <http://www.usm.maine.edu/catalogs/graduate0607/policies.htm> . Please be sure to familiarize yourself with these policies, especially Degree Progress, which establishes the minimum GPA as 3.0.

Undoubtedly, there will be questions that the handbook will not answer for you. Always feel free to contact me or your advisor with any questions or concerns.

Kent Ryden, Director
American & New England Studies

Thesis and Project Guidelines

Introduction

This information has been prepared to answer basic questions about the thesis/project requirement of the Master of Arts in American and New England Studies. It outlines the nature and scope of the thesis and project, describes the process of preparing and submitting a proposal, and indicates how students are expected to work with advisors and readers.

Students should begin thinking seriously about the project and thesis after they have completed five courses in the program. Discussions with the American and New England Studies faculty should be part of the process of deciding between a thesis or a project, of exploring potential subjects and of narrowing the focus down to a manageable topic. Theses and projects that have been completed are available for consultation in the American and New England Studies house.

As you think about writing a thesis or project, think about the following: What will be the subject and focus of the thesis or project? What sources will you use and will they be available and adequate? What problems do you foresee? Talk to your advisor, faculty members, and/or director as you begin to identify an appropriate project. Use your advisor as a springboard. Find a thesis advisor by asking a faculty member whose area of interest overlaps with your own. Work with her or him to develop your idea. Remember, you can always change direction and alter as you proceed, but this will help you organize your reading and provide some direction as you enter ANE 675.

Again: Begin by talking with any member of the faculty. Attached are faculty members and their fields of interest. It makes sense to work with someone whose areas of research and scholarship parallel your own interests. Talk to as many people as possible and make certain that you read some of the theses and projects housed in the USM Library and in the ANES house. Writing a thesis can be enormously satisfying. Several of our students have had their manuscripts published. But there are advantages and rewards to writing a shorter exit paper. Many of these exit papers have provided the basis for published articles by alumni and we are exploring ways to make this work more accessible to the public. Please don't hesitate to call and discuss these options. We want you to succeed in any way that works for you.

FACULTY FIELDS OF INTEREST

Ardis Cameron

Social and cultural history, women's history, working class culture and politics, gender and sexuality, oral history and ethnography.

Donna Cassidy

American art history, architectural history, material culture, visual culture (including advertising, photography, film)

Joseph Conforti

Religion, regionalism, cultural and literary history, and autobiography.

Matthew Edney

Maps, 18th century New England landscape, social history, geography

Kent Ryden

Literary studies, regional literature, folklore, cultural landscape/geography, environmental history/studies, print culture

THESIS**Description**

A thesis is the traditional exit requirement from a master of arts program; it is particularly recommended for students who plan to go on to advanced graduate work. A thesis involves in-depth research into a limited and well-defined topic and the reporting of the results of that research in an extended, formal paper. American and New England Studies students who elect to write a thesis should choose a topic that relates to their academic interests and to their course work in the program. Moreover, the topic should be defined and/or approached in an interdisciplinary way. There is no pre-determined length for the American and New England Studies thesis, but 75 to 100 pages may be used as an approximation.

Preliminary Proposal

After close consultation with American and New England Studies faculty members, the student prepares a preliminary thesis proposal. This preliminary proposal should contain the following:

1. Rationale: a description of the scope, nature, and objectives of the thesis and of how the proposed work relates to current research;
2. Methodology: an explanation of the methods and approaches that will be used in the research;
3. Sources: a description of the source materials for the project;
4. Bibliography: a list of secondary works that are related to the topic.
5. Advisor/Reader: in consultation with the Director of American and New England Studies, the student will select a thesis advisor and a reader.

Note: Faculty outside of ANES may be readers but not advisors and must be approved by the Curriculum Committee.

The preliminary proposal must be signed by the advisor and the reader. The preliminary proposal will be reviewed by the faculty Curriculum Committee of the American and New England Studies program. The proposal should be prepared, submitted and approved during the semester before the thesis work is to begin.

ANE 695: Thesis

Once the proposal is approved, the student may register for ANE 695: Thesis (3-6 credits). In most cases an individual will register for ANE 695 over two semesters, taking 3 credits each semester.

Advisor and Reader Supervision

Close consultation with and regular review of written work by the advisor and reader are essential elements of successful thesis work. Both the advisor and the reader should:

1. discuss the thesis with the student before a proposal is submitted;
2. review the initial draft(s) of the preliminary proposal;
3. approve the thesis proposal before it is submitted to the Curriculum Committee;
4. be consulted as research is being conducted;
5. read and react to written work as it is submitted.

Decisions about final revisions will be made in consultation with the advisor. After the advisor has approved the final draft, it will be submitted to the reader.

Grading

The thesis will be evaluated on a pass/fail basis.

Guidelines for Preparation and Submission of a Master's Thesis University of Southern Maine

2003

The following guidelines are intended to assist students in the preparation of theses, to establish a University-wide consistency of form, and to ensure high standards of quality. Students are responsible for submitting theses that adhere to general University requirements. Students should prepare their manuscripts, including all documentation, in accordance with the ANES Guide to Citation Forms in this handbook

Paper Quality

The original copy of the thesis must be on 8-1/2 x 11 bond paper of at least 20 pound weight containing 25% or more rag content.

Typing

All copies of the thesis must be produced with text that is dark enough and clear enough to be easily readable. If a word processor is used, the manuscript must be the product of a letter quality printer or its equivalent. If xerographic copies are made, they must be of acceptable quality.

The thesis must be double-spaced throughout, with the exception of quotations, footnotes, illustrations, bibliographies and appendices which may be single spaced.

Corrections

The final copy must be clean and neat without visible corrections. Correction fluid and tape are not acceptable.

Margins

The margins of the thesis must be at least 1.5 inches from the left edge of the paper and at least one inch from the other three edges, leaving a maximum typing area of 5.75 x 9.

Required/Optional Items and Arrangement of the Thesis

The final copy of the thesis must include certain items; other items are optional. Items should be arranged in the order listed below:

1. Title Page (required, see sample)
2. Final Approval Form (required, see sample)
3. Acknowledgments (optional)
6. Preface (optional)
7. Abstract (required)
8. Table of Contents (required)
9. List of Tables (required)
10. List of Figures (required)
11. Text of Thesis (required)
12. Appendix(ces) (optional)
13. References (required)

Pagination

A thesis contains two sets of numbers. The preliminary pages (items 1-8 of the thesis) should be numbered consecutively in small Roman numerals. The title page should be considered "i" but should not be numbered. Beginning with the text, all pages must be numbered consecutively in Arabic numerals (items 9-11 of the thesis).

Illustrations and Inserted Material

Graphs, diagrams, photographs and other material included in a thesis must be on paper that meets the specifications described above. While photocopies of graphs, diagrams and similar illustrations are permitted, xerographic copies of photographs are not acceptable.

Copies and Binding

Three copies of the thesis, ready for binding, must be submitted to the Office of Graduate Affairs. All students are required to use the binding service provided through the library. Students must submit payment for binding only in the form of a check or money order. After receiving the thesis copies and fees, the graduation certificate form will be processed by the Office of Graduate Affairs.

ADDITIONAL AMERICAN AND NEW ENGLAND STUDIES POLICIES

1. Students should prepare the manuscript for a thesis or project in accordance with the ANES Guide to Citation Forms in this handbook.
2. The preceding University policies also generally apply to the preparation of project reports.
3. If a word processor is used, students should submit a disk copy of the thesis or project in addition to the three (3) copies for binding.
4. If students have only the project or thesis to finish, they may still participate in graduation. Diplomas will be mailed when work is complete.

Appendix A

SAMPLE MASTER'S TITLE PAGE

(Title)

A THESIS

SUBMITTED IN PARTIAL FULFILLMENT OF THE REQUIREMENTS

FOR THE DEGREE OF MASTER OF ARTS

UNIVERSITY OF SOUTHERN MAINE

AMERICAN AND NEW ENGLAND STUDIES

BY

(Name)

(Year)

Appendix B

SAMPLE FINAL APPROVAL FORM

THE UNIVERSITY OF SOUTHERN MAINE
AMERICAN AND NEW ENGLAND STUDIES

(Date) 20__

We hereby recommend that the thesis of (Name)
entitled (Title)

Be accepted as partial fulfillment of the requirements for the Degree of Master of Arts.

Advisor (signature)

Reader (signature)

Accepted

(signature)
Dean, College of Arts and Sciences

PROJECT

Description

The American and New England Studies project offers students an alternative to completing a thesis, the traditional exit requirement from a master's program. A project -- like a thesis -- should evolve out of an individual's interest and course work in the American and England Studies Program. The project parallels the thesis in a number of other ways: both are to be the results of thorough research and independent thought; both offer students opportunities for public explanation of their work; and both carry six hours of credit.

The principal difference between the project and the thesis is the final product. While all projects must have a written component, they do not culminate in a lengthy, formal research paper. Rather, the project leads to a different result that may be in one of the following areas:

- oral history
- editing or bibliographic work
- archaeology
- preservation
- creative writing
- curating an exhibit
- ethnographic field work
- historic ecology
- visual arts
- video or multi-media work
- public or people's history
- a catalogue raisonné

The preceding list is suggestive; students are encouraged to develop their own projects in consultation with American and New England Studies faculty. The project may be conceived as an independent work or may lead to a contribution to the programming or activities of a particular institution or agency. In short, depending on individual interests and needs, the six hours may be devoted to an independent project or to an institutionally-based internship project. The American and New England Studies program will provide coordination with institutions and supervision of internships that may be proposed.

Preliminary Proposal

After consulting with American and New England Studies faculty members, the student prepares a preliminary proposal for a project. This preliminary proposal should contain the following:

1. Rationale: a description of the scope, nature, and objectives of the project, and a statement of how the project relates to current research in the field.;
2. Methodology: an explanation of the methodology of the project;
3. Bibliography: a short list of works that may have been consulted in preparing the preliminary proposal and/or that will be read during the first semester of work; and a description of the source material for the project.
4. Advisor/Reader: in consultation with the Director of American and New England Studies, the student will select a project advisor and a reader.

The preliminary proposal must be signed by the advisor and the reader. The proposal will be reviewed by the Curriculum Committee of the American and New England Studies program. The proposal should be prepared, submitted, and approved during the semester before the project work is to begin.

ANE 690: Project

Once the proposal is approved, the student may register for ANE 690: Project (3-6 credits). In most cases an individual will register for ANE 690 over two semesters, taking 3 credit hours each semester.

Grading

The two-semester project will be evaluated on a pass/fail basis.

Appendix C

CERTIFICATION FOR GRADUATION

Students need to initiate the graduate certification process as they near the completion of their work. To do this, students need to request and fill-out an Application to Graduate from the ANES administrative assistant and return the completed form to the Registrar's Office. This will start the process by which the registrar, the American and New England Studies Program, and the Graduate Office will certify students as eligible for graduation.

Exit Paper Guidelines

Students who take the 36 Hour Program must complete two research papers in elective courses with different instructors. Students must have taken a minimum of 4 courses (two of which must be ANE 600 and ANE 610) before beginning work on the research paper requirement. In addition, students must have the instructor's permission.

A research paper will usually be completed in place of, not in addition to, other papers that may be required in a course. A research paper should be 20 to 25 pages long; it must be based on primary sources and it must be interdisciplinary in scope. The research paper must receive a grade of "B" or better to be accepted.

Early in the semester students should meet with the instructor to discuss proposed topics and set up a plan for submission of an outline and/or draft of the paper. The research paper should be completed during the semester the student takes the course.

A clean copy of the paper, together with a research paper approval form (available from the ANES administrative assistant) signed by the faculty member accepting the paper for research credit, must be submitted to the ANES office for inclusion in the student's file.

Exceptions to this policy must be approved by the ANES Curriculum Committee.

Internships

The internship course is designed in cooperation with a variety of cultural institutions in New England. The internship is limited to those students with exceptional records in the program who are pursuing a concentration in either the 36 hour track, or in Public Culture and History. In general, students must have taken at least 15 hours of course work before entering into an internship agreement.

Internships are meant to improve or introduce students to various skills necessary to the running and operating of museums and other venues of "public" culture and history; to improve overall student knowledge concerning the function, place and politics of cultural institutions in contemporary society; and to hone critical skills. Internships are not to be confused with docent positions, clerical work, or other kinds of volunteer labor.

- I. Students who wish to sign up for internship credit must first:
 - a. complete ANE 600 Creating New England I and ANE 610 Creating New England II,

- b. notify the director of ANES at least one semester before the planned internship and begin the process of designing and arranging your internship,
- c. submit to the Curriculum Committee a detailed plan (worked out with either the Director or with a faculty member in conjunction with the appropriate institution) that outlines the duties, responsibilities and focus of the internship. What do you hope to learn? What skills do you intend to hone? How will this project integrate with your overall course of study? Who will be your supervisor (include telephone numbers, etc.)? Unless otherwise indicated, the ANES director will act as the student's internship advisor. Typically internships are for 10 hours a week for a 15 week semester and may include a small stipend. Upon the approval of the director and the Curriculum Committee, students will then sign up for ANE 687.

Deadlines: For Spring internships proposals must be in to the Curriculum Committee by no later than November 1. For internships planned for the summer, the deadline for proposals is March 1. If you are planning to work as an intern during Fall semester, the deadline for submission is April 1.

- II. Upon completion of the internship, students must submit a written report (8-10 pages) that details their work and how it relates to contemporary issues and specific scholarly concerns. The report must make use of scholarly work in the field and demonstrate an advanced understanding of the issues involved and how this particular cultural institution "works" in relation to them. A short one-page letter from the on-site supervisor must be on file before grades will be submitted.

- III. Partial List of Approved internships:

Maine Historical Society
 Portland Museum of Art
 Old York Historical Society
 Pejepscot Historical Society
 Portland Trails
 Lowell National Park Service

<p>DEADLINES: SPRING - NOVEMBER 1 SUMMER - MARCH 1 FALL - APRIL 1</p>
--

Internships may be arranged with other institutions and organizations but only after they are first explored and approved by the ANES faculty. Contact your Advisor, or the Director for details about available internships.

Reading and Research – Guidelines ANE 685

The following are guidelines for electing the above-referenced course:

- Only students in the 36 Hour Program may take ANE 685.
- Students must have completed 15 credit hours in the program.
- Students must have an exceptional record in the program.
- ANE 685 may only be elected once.
- The ANES Curriculum Committee must review the student's proposed line of study.

The student's proposal must include the following:

- Statement of Topic
- Scope of Reading and Research
- Advisor meeting schedule for duration of course
- Topic, scope, length of final paper
- Bibliography (as approved by Advisor)

ANES Masters Degree Requirements and Program Options

30 Hour Program

REQUIRED COURSES: 9 Hours

ANE 600: Creating New England I

ANE 610: Creating New England II

ANE 675: Workshop in Research & Writing

ELECTIVES: 15 Hours

Five courses, which will vary from semester to semester and from year to year.

PROJECT OR THESIS: 6 Hours

ANE 690: Project *or* ANE 695: Thesis

36 Hour Program

REQUIRED COURSES: 6 Hours

ANE 600: Creating New England I

ANE 610: Creating New England II

ELECTIVES: 30 Hours

Ten courses, with two Research Papers in elective courses taught by different instructors

Public Culture and History 36 Hour Program

REQUIRED COURSES: 12 Hours

ANE 600: Creating New England I

ANE 610: Creating New England II

ANE 670: Museums and Public Culture

ANE 687: Internship

ELECTIVES: 24 Hours

Includes one of the two following 9 credit tracks:

Track A: ANE 687 Internship, 2 courses in Non-Profit Management in the Muskie School:

PPM 632 Human Resource Management

PPM 633 Strategic Planning

PPM 635 Managing in the Nonprofit Sector

PPM 636 Management Information Systems in the Public and Non-Profit Sector

PPM 638 Foundations and the Philanthropic Process

PPM 645 Grant Writing & Financial Management in the Nonprofit Organization

Track B: ANE 687* Internship; ANE 687* Internship; 1 course in Nonprofit Management in the Muskie School

*Internships must be at different institutions or in different areas in museum work (e.g., curatorial, educational).

CONTINUING ENROLLMENT: The following policy is based upon University requirements: Fully admitted graduate students must earn at least six credits during a calendar year (including summer). Students working on theses or projects may take fewer than six credits per calendar year. Students who have not satisfied the University's continuing enrollment requirement will be notified in writing before being withdrawn from the American and New England Studies program.

TIME LIMIT: The Master of Arts degree in American and New England Studies must be completed within six years. Under exceptional circumstances students may request an extension, which will be granted or denied at the discretion of the Director of American and New England Studies.

GRS 601: Students who have completed their course work and have signed up for the last three credits of thesis or project but have not completed their thesis or project are required to sign up for GRS 601: Graduate Studies. Besides being a requirement, this will provide students with access to the library and to the computer center and will also ensure that students receive important information from the University and the Registrar. The cost for this "course" is based on student fees which vary each semester.

OTHER: Official MAT or GRE scores on file; GPA of 3.00 or more.



University of Southern Maine

LIBRARIES
Reference Services

AMERICAN AND NEW ENGLAND STUDIES: A GUIDE TO REFERENCE SOURCES

This is a selective, not a comprehensive, guide to resources of interest to students of American and New England Studies. The suggestions below reflect the interdisciplinary nature of the program. While this guide help get you started, please do not hesitate to come to the Reference Desk for help finding or using these and other resources. Or contact us at: Gorham, 780-5344; Portland, 780-4272.

Definitions and Background

American National Biography. (Por/Gor REF CT213 .A68 1999), and its precursor Dictionary of American Biography (Por/Gor REF E176 .D563).
Dictionary of American History. (Por/Gor REF E174 .D52 1976)

Dictionary of Literary Biography (Por REF PN 451 D5)

Encyclopedia of American studies (Por REF E169.1 .E625 2001

Historical Statistics of the United States. (Por REF HA215 .D6)

St. James encyclopedia of popular culture. (Por REF E169.1.S764 2000)

Journal and Newspaper Articles

America: History and Life. (Mariner) Indexes and abstracts journal articles, book chapters, dissertations and book reviews concerning U.S. and Canadian history, published 1964-present.

Art Abstracts. (Mariner) 1984-present.

Art Index Retrospective. (Mariner) 1929-1984. These two databases index the journal literature in the visual arts, including architecture.

Dissertation Abstracts. (Mariner) Indexes doctoral dissertations 1861-present, with abstracts 1960-present.

MLA Bibliography. (Mariner) The standard index for literature and folklore, MLA Bibliography indexes books, proceedings, and journal articles from 1963-present.

Sociological Abstracts. (Mariner) Provides indexing and abstracts to the sociology literature from 1974-present.

Finding Books

URSUS The catalog of the University of Maine System, URSUS also includes holdings of several public libraries.

WorldCat. (Mariner) A combined catalog listing over 48 million books, sound recordings, manuscripts, and other materials held by OCLC member libraries.

Recommended Web Sites

American Memory (Library of Congress)

Another great collection of digitized primary sources (including pamphlets, photographs, transcripts, and sound recordings) from the Library of Congress. Notable collections are the Daniel Murray

Collection of pamphlets written by African-Americans between Reconstruction and the early 1900s, the WPA oral histories, and The Evolution of the Conservation Movement, a collection documenting the U.S. conservation movement between 1850 and 1920.

<http://lcweb2.loc.gov/ammem>

American Studies Web (Georgetown University)

Sponsored by the American Studies Association, this site provides indexing of the American Quarterly and dissertations in American Studies, as well as a link to the American Studies Web, a subject-based web directory with pointers to pages on Art and Material Culture, Region and Environment, and Economy and Politics, among other topics.

<http://www.georgetown.edu/crossroads/reference.html>

Cultural Maps (University of Virginia)

An online historical atlas, providing links to several map collections' digitized resources; the collection at the University of Georgia's Hargrett Library stands out.

http://xroads.virginia.edu/~MAP/map_hp.html

Environmental History in American Studies

(Miami University)

Links to Association for the Study of Literature and the Environment, the John Muir Exhibit, Abbey's Web, and other sites dedicated to nature writing and environmental thought.

<http://www.lib.muohio.edu/inet/subj/amerstud/environment.html>

Making of America (University of Michigan)

Searchable full-text of approximately 1600 books and 50,000 journal articles published in the 19th Century. This is a remarkable resource for primary source material in American social history.

<http://www.umdl.umich.edu/moa>

U.S Historic Documents

(MidAmerica Nazarene University)

Arranged chronologically, starting with a letter from Columbus to the King and Queen of Spain and continuing through George W. Bush's speech to Congress on September 20, 2001, this collection includes early state charters, treaties with Native American tribes, and Supreme Court cases, as well as speeches and letters.

http://www.ukans.edu/carrie/docs/amdocs_index.html

For Further Research

American Studies: an annotated bibliography. (Por REF E169.1 .A6475 1986)

New England in U.S. Government Publications. (Por REF Z1251 .E1 C58 1998)

Using the subheading "Bibliography" after any subject heading (ie., "New England History – Bibliography) can help you locate subject-specific bibliographies in URSUS.

ANES Subject Guides – American and New England Studies

<http://library.usm.maine.edu/research/researchguides/anes.html>