

Sample HIST 799 Syllabus

Thesis Schedule for STUDENT NAME, Spring 20XX

Professor _____
 e-mail: _____

Meeting Time: _____
 Office: Horton 3XX

Week	Task
1	Pick up syllabus. Discuss J-Term progress, committee members, and schedule. <i>(You should have approached your director and formulated a topic during the previous semester or earlier.)</i>
2	Prospectus with tentative chapter breakdown due. State your central question and/or central argument clearly in the first paragraph of the prospectus. Your prospectus must also make clear what your sources are and how your argument addresses or contradicts the current historiography on the subject. Be sure that the type of sources that you have chosen to base your thesis on are appropriate to sustaining your argument. Try to indicate which body of sources each chapter will be based on.
3	Outline due. Your outline should include your refined thesis statement under the introduction and should describe clearly what will be included in each of your three chapters. Attach a full bibliography of primary sources.
4	Write Chapter 1
5	Chapter 1 Draft Due (Chapters should be 15-20 pages and have full endnote documentation in Chicago/Turabian or Rampolla Style)
6	Write Chapter 2
7	Chapter 2 Due
8	Spring Break
9	Write Chapter 3
10	Chapter 3 Due
11	Intro & Conclusion Due
12	Rough Draft due. Must contain table of contents, title page, full bibliography and complete endnotes. Every spelling, grammatical and typographical error must have been corrected by the time the rough draft is handed in. This draft should incorporate all the editorial suggestions made by your director. (Note*: If the rough draft is not sufficiently polished, the thesis director will require a second rough draft before allowing you to distribute the Thesis to other committee members.)
13	Discuss rough draft with advisor and turn it into a Final Draft.
14	Distribute approved Final Draft to committee members. (Don't distribute any drafts that advisor has not commented on first.) Consult with advisor about scheduling defense.
15	Incorporate committee members' suggestions into final draft of thesis.
16	Defense scheduled for reading days. (After your defense, see the Academic/Student Services Assistant in the Department Office about the submission requirements for the thesis.)