

**COMM 3998 Section 01: Final Project
Spring 2008
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The Communications Studies thesis is an opportunity for students to initiate, with the direction of faculty, a research project or production project of their own choosing. All thesis topics must be formally approved by the Communication Studies faculty.

Course/Learning Objectives

After the successful completion of this course the student should:

1. Demonstrate a sophisticated and detailed understanding of his/her subject matter
2. Display competence in research approach and execution
3. Use grammatically correct and developed language to support a strong argument
4. Conform to academic standards of presentation.

Important dates: Spring 2008 Senior Thesis:

1/15-1/24 REQUIRED meeting with Professor Dehne.
2/5-2/7 Outline due (treatment and script/storyboards/locations and schedule)
4/8-4/10 1st Draft due (rough cut)
Tues 4/22/08 Completed Thesis due

On the due date, the following items must be submitted:

- final thesis; (or DVD for production pieces)
- bibliography;
- working papers, including original outlines, notes, etc. (securely together and boldly labeled with your name) (production book, release, self-evaluation, etc.)

Progress:

Students must meet with Professor Dehne on a regular basis throughout the semester. Each student must have at least 6 meetings during the semester. It is the responsibility of the student to schedule these regular meetings. I will not be chasing you down and begging to see your work. Each student should devise a schedule that specifies when outlines, bibliographies, drafts, etc. are due. Lack of progress will be indicated using mid-semester reports.

Here are some suggestions for your thesis progress:

Bibliography by week 2
Outline by week 4
Revised Outline by week 5
Introduction by week 6
Section 1 by week 7
Section 2 by week 8
Section 3 by week 9
Section 4 by week 10
Revision of Intro and Sections 1-2 by week 11
Revision of Sections 3-4 by week 12
1st full draft by week 13
2nd full draft by week 14

Length:

The average 1-semester thesis is approximately 35 pages plus bibliography. Quality of organization and care in editing and writing are more important than length. Do not email me the night before your thesis is due and ask me if it is long enough.

Writing Assistance:

The ARC can provide valuable assistance to thesis writers. Trained and experienced writing consultants can advise on all aspects of thesis preparation from developing a viable thesis statement, to checking grammar, to using MLA. Make an appointment to see a writing consultant early in the semester.

Grading and Penalties:

Late theses will be penalized as follows:

one grade reduction (i.e., A to B) for theses turned in up to 24 hours late

two grade reduction (i.e. A to C) for theses turned in from 24 to 48 hours late

three grade reduction (i.e. from A to D) for theses turned in from 48 to 72 hours late

Failing grade for theses turned in over 72 hours late

I plan to meet with Professor Dehne on the following dates:

(keep in mind my office hours are: Tuesday 9-12, or by appt. on Wednesday or Thursday.)

Date	Work that will be reviewed at this meeting

	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
January Week 1	13	14	15 – 1st mtg	16	17	18	19
Week 2	20	21 holiday	22	23	24	25	26
February Week 3	27	28	29	30	31	1	2
Week 4	3	4	5 - outline	6	7	8	9
Week 5	10	11	12	13	14	15	16
Week 6	17	18	19	20	21	22	23
March Week 7	24	25	26	27	28	29	1
Week 8	2	3	4	5	6	7	8
Week 9	9	10	11	12	13	14	15
Week 10	16	17	18	19	20	21	22
Week 11	23	24	25	26	27	28	29
April Week 12	30	31	1	2	3	4	5
Week 13	6	7	8 –full draft	9	10	11	12
Week 14	13	14	15	16	17	18	19
Week 15	20	21	22 -due				

MANHATTANVILLE'S POLICY FOR ACADEMIC CONDUCT AND ADJUDICATION

ACADEMIC DISHONESTY

Academic dishonesty is a serious form of misconduct in a college community. It threatens the relationship of trust that must exist among members of that community. As such, it warrants the most serious of responses, including expulsion from the college. It is each student's responsibility to become familiar with these materials and with related procedures and sanctions. In cases where academic dishonesty is suspected, both faculty members and students have an obligation to bring the matter to the attention of the Academic Dean for appropriate action.

FORMS OF ACADEMIC DISHONESTY

Academic dishonesty can take many forms, and although always serious, can be major or minor.

Minor offenses usually relate to more technical matters, are isolated or limited in scope, and are not committed for the purpose of academic advantage. Improper citation, failure to use quotation marks around a direct quote or to acknowledge a source in-text or on a Works Cited page, when these instances are isolated and limited, as well as the failure to report observed academic dishonesty in others are examples of minor offenses. Such offenses, when proven or uncontested, are subject to the following sanctions: warning and notation of the offense in the student's main academic file; failure in the specific paper, project or exam; or a specific written or community service assignment.

Major offenses relate to anything that constitutes an action that results in an unearned academic advantage or inexcusable gross negligence. These include, but are not limited to:

Plagiarism: This consists of offering as one's own work the words, ideas or arguments of another. Appropriate citation (including page numbers) with quotation marks, references or footnotes, is required when using another's work; the failure to do so constitutes plagiarism. Copying homework and answers on an exam or report, submitting a term paper from the archives of a group or from another student, procuring a paper from any source (electronic or otherwise) and submitting it as one's own are further examples of plagiarism.

False citation: Providing false information about a source is academic dishonesty. This includes citing a title, author and page as if it were from one source when, in fact, it is from a different source, or including information that did not come from the cited source.

Cheating on exams.

Forgery: Signing the name of any faculty member or administrator to a college form or document without express permission.

Falsification: Altering any official college document, paper or examination to mislead others; or, any deception (written, oral, or electronic) of a College official in an attempt to circumvent College academic policy.

Computer abuse: For all assignments for computer-related courses, students are required to acknowledge any information, from word texts to full programs, that is not their own. In addition, infringing on the rights of other students to gain access to the computer system, destroying or infecting files, copying files or programs without permission are considered academically dishonest.

Violation of academic probation: Any violation of the terms of academic probation, including participating in prohibited student life and athletic activities, repeated and unexcused absences from probation counseling sessions, or other violations of the probationary contract.

Destruction, theft or displacement of library materials.

Multiple submissions: Work done for one course cannot be submitted for another course without the express permission of the teacher.

Unauthorized collaboration on academic assignments.

Aiding another student in the commission of academic dishonesty. For proven or uncontested major acts of academic dishonesty, one or a combination of the following sanctions may be imposed: failure in the course; disciplinary probation for academic dishonesty (this disqualifies the student from participation in sports, student government and student life organizations, academic or departmental honors, study abroad candidacy and the Dean's List); suspension from the College for one or more semesters; expulsion.

PROCEDURES REGARDING ACADEMIC DISHONESTY

In the interest of tracking repeat offenders, the Academic Dean should always be consulted in any case of suspected academic dishonesty, whether perceived as major or minor. The instructor (or other person witnessing or suspecting academic dishonesty) and the Dean will decide together whether the offense is of a serious nature and proceed in the following manner:

The student suspected of academic dishonesty will be obliged to meet with the Dean or a designated representative and will have a chance to present his/her side of the story.

Where the academic dishonesty is uncontested, the Dean, will impose an appropriate sanction.

The student may appeal this sanction to the Provost or the Senior Vice President and General Counsel.

Where the student disputes the accusation of academic dishonesty, the student may ask for a formal review by a committee, usually comprised of the Chair of the Faculty, the Provost, and one member of the Board of Academic Standards.

The student has the right to appeal the decision to the Senior Vice President within five days.

I HAVE READ AND UNDERSTAND THE ABOVE AND AGREE THAT I WILL RECEIVE THE GRADE OF "F" IN COMM3998 IF I VIOLATE MANHATTANVILLE'S ACADEMIC HONESTY POLICY.

Signed:

Date: