

## **Guidelines for Capstone/Thesis Proposals**

The Master of Arts in Holocaust and Genocide Studies (MAHG)

These guidelines are aimed to ensure that students complete a capstone/thesis proposal, approved by their advisor(s) and the MAHG faculty members, ideally by the end of their second semester in the program and no later than the end of their third semester.

As explained in the MAHG curriculum, students are required to enroll in their first semester in the program in MAHG 5014 Introduction to Graduate Studies. Students entering the program in fall semester are also required to enroll in MAHG 5064 Introduction to Holocaust and Genocide Studies; students entering the program in spring will enroll in this course the following fall. Taken together, these courses guide students in choosing a focused topic for their capstone project or thesis and submitting written assignments that should serve as a basis for their capstone/thesis proposal.

Students must choose an advisor for their capstone/thesis from among the MAHG core and affiliated faculty no later than the end of their second semesters in the program. Students writing a thesis then choose, in consultation with their advisor, one or two other scholars, within or outside Stockton, to serve on their MA thesis committee. Students pursuing a different capstone project may choose, if needed and in consultation with their advisor, one co-advisor, within or outside Stockton.

Students then take a 1-credit independent study with their advisor no later than their third semesters, in which they prepare their capstone/thesis proposal.

For information on the MAHG program curriculum, see <https://stockton.edu/graduate/holocaust-genocide-studies.html> and click on Curriculum.

Thesis/capstone proposals must include the topic and its significance, main research questions, the primary sources that the student plans to examine (or has begun to examine), and a

discussion of existing scholarship, theoretical frameworks, and research methods. A capstone proposal will also include a brief description of the project.

After the advisor and other capstone project/thesis committee members approve the proposal, the MAHG faculty members review it; if needed, the student responds to their comments and edits within 4-6 weeks and resubmits the proposal to the MAHG faculty members for approval. Once the proposal is approved, the student needs to schedule the capstone/thesis course(s) with their advisor (and, as needed, co-advisors/thesis committee members).

Proposals must be no less than 3,000 words, not including a bibliography list. In recognition of the multidisciplinary nature of the MAHG program, students should choose, in consultation with their advisor(s), the citation style for their proposals, written material for capstone projects, and theses, and use it correctly and consistently.

A semester-long internship, which requires no less than 10 hours of work and engagement a week, may count as a capstone project—if approved by the student’s advisor and the MAHG faculty members. The student must submit, in addition to the requirements of the internship’s supervisor, periodic reports of at least 1,000 words each, as agreed upon with the advisor, and a final report of 5,000 words. The final report should show how the internship addressed a number of key issues and questions in the field, as indicated in the proposal.

Faculty-led programs (study tours) may also count as capstone projects—if approved by the student’s advisor and the MAHG faculty members. The student must submit, in addition to the requirements of the study tour program, a final paper of 7,500 words. The final paper should show how the study tour program and any pre-tour and/or post-tour activities addressed a number of key issues and questions in the field, as indicated in the proposal.

For guidelines and requirements related to the format of an MA thesis, which consist of 20,000-25,000 words, see:

<https://intraweb.stockton.edu/eyos/gradstudies/content/docs/Forms/Thesis%20Manual.pdf>