

EUS 375: Capstone Research in European Studies Fall 2020

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This syllabus covers the grading and general requirements of the course. For detailed information, view the Capstone Handbook and the Center for European Studies website.

http://www.utexas.edu/cola/centers/european_studies/courses/Capstone%202/Capstone.php

Course Description

The European Studies Capstone course is a required one semester independent research course for all EUS majors. Students undertaking the Capstone are required to complete a 20-25 page paper and present their findings at a formal presentation at the end of the semester. Students will be assisted throughout the semester by their Capstone Advisor. Topics may originate from any discipline - art, history, literature, policy, law, etc. The topic is intended to be interdisciplinary, reflect your overall interests, and be representative of your cumulative undergraduate experience as a European Studies major. Hence, a capstone project that examines a single writer, artist, or thinker must, for example, explore that single writer, artist, or thinker within a broader and distinctly European context. But since the paper is only 20-25 pages, the topic should be narrow enough that research can be covered in the allotted number of pages.

Paper

Each Capstone student must find an advisor to guide them throughout the semester on research and writing. The advisor will be your guide but will not be telling you what to write or writing the paper for you. Your advisor must be a faculty member of the Center for European Studies (complete list on website). Lecturers may not be advisors unless you receive permission from the Center before approaching the lecturer.

Presentation

During the final week of classes, each student will make a 12-15 minute presentation outlining their research and findings. Schedules will be determined after UT's finals schedule is released. Students have the option of using a PowerPoint presentation but it is not required.

Second Reader

During the semester, you will need to find a faculty member who will serve as your second reader. Please see the Capstone Handbook for more details.

Assignments and Grading

Your final grade will be divided as follows:

50% - Final Paper

20% - Meeting with faculty advisor according to pre-arranged schedule

15% - Final Presentation

10% - Submission of completed Faculty Record Forms by deadlines

5% - Submission of Second Reader by deadline

Your advisor will submit the grade for your final paper to CES. The Center will then determine your final grade based on the paper grade and the other factors outlined below.

By default, you must meet with your advisor one hour per week. However, we will accept an amended schedule if we receive the new schedule in writing from your advisor at the beginning of the semester. If that is the case, it is up to you to verify that your advisor has sent an amended schedule.

You must have the Faculty Record Forms signed each time you meet with your advisor. FRFs are available for download on our website:

http://www.utexas.edu/cola/european_studies/courses/capstone/capstone-course.php

The Faculty Record Forms are a way for you to keep track of every meeting. Please see the Capstone Handbook for more details about the Faculty Record Forms.

Your final Capstone paper must be 20-25 pages in length. You need to turn in a first draft, a revised second draft, and a final copy by the deadlines outlined in this syllabus and in the Capstone handbook. Failure to meet these deadlines will result in a lower final grade.

The University of Texas at Austin provides upon request appropriate academic accommodations for qualified students with disabilities. For more information, contact the Office off the Dean of Students at 471-6259, 471-4641.

Attendance

It is vital that you meet with your advisor once per week (or by the approved schedule agreed upon at the beginning of the semester). If you should have a medical or family emergency and will be away for an extended period of time, you must contact your advisor AND the Center for European Studies prior to your absence. It is not acceptable to miss a substantial amount of time (generally more than one week) and inform everyone of the reason for your absence after you return. Failure to meet with your advisor or follow the deadlines will result in a lower final grade or possible failure of the course. An incomplete is given only when a student has met all of the deadlines/meetings and has done satisfactory work until within two weeks of the end of the semester and has furnished proof satisfactory to the instructor that work cannot be completed because of illness or other circumstances beyond the student's control.

Writing

Your writing matters. It is not enough to have interesting thoughts. You must express those thoughts in an intelligible, structured, and eloquent prose.

Your writing must be your own work. **If you plagiarize** egregiously on a paper, you will flunk the entire work for that semester. Simple rule of thumb: "If you use words or ideas that are not your own you must cite your sources. Otherwise you will be guilty of plagiarism." If you have any questions as to what constitutes plagiarism, consult the definition in Hacker, *A Pocket Manual of Style*.

University of Texas Honor Code

The core values of The University of Texas at Austin are learning, discovery, freedom, leadership, individual opportunity, and responsibility. Each member of the university is expected to uphold these values through integrity, honesty, trust, fairness, and respect toward peers and community.

Documented Disability Statement

The University of Texas at Austin provides upon request appropriate academic accommodations for qualified students with disabilities. For more information, contact Services for Students with Disabilities at 471-6259 (voice) or 232-2937 (video phone) or <http://www.utexas.edu/diversity/ddce/ssd>

Use of E-Mail for Official Correspondence to Students

E-mail is recognized as an official mode of university correspondence; therefore, you are responsible for reading your e-mail for university and course-related information and announcements. You are responsible to keep the university informed about changes to your e-mail address. You should check your e-mail regularly and frequently—I recommend daily, but at minimum twice a week—to stay current with university-related communications, some of which may be time-critical. You can find UT Austin’s policies and instructions for updating your e-mail address at <http://www.utexas.edu/its/policies/emailnotify.php>

Religious Holy Days

By UT Austin policy, you must notify me of your pending absence at least fourteen days prior to the date of observance of a religious holy day. If you must miss a class, an examination, a work assignment, or a project in order to observe a religious holy day, I will give you an opportunity to complete the missed work within a reasonable time after the absence.

Behavior Concerns Advice Line (BCAL)

If you are worried about someone who is acting differently, you may use the Behavior Concerns Advice Line to discuss by phone your concerns about another individual’s behavior. This service is provided through a partnership among the Office of the Dean of Students, the Counseling and Mental Health Center (CMHC), the Employee Assistance Program (EAP), and The University of Texas Police Department (UTPD). Call 512-232-5050 or visit <http://www.utexas.edu/safety/bcal>

Deadlines

Deadlines for each part of the Capstone are listed below. Dates must be met by each student.

There will be no exceptions made on deadlines and all students must attend the workshops.

Failure to do so will result in a lower grade or failure of the course.

Semester before	Student should be reading and taking notes for his or her Capstone topic; make initial contact with potential supervisor.
September 4, 2020	No application forms will be accepted after 3:00 p.m. on September 4, 2020, the 8 th class day. Students who have not submitted a completed and approved Proposal Form to the Center will not be able to register for the Capstone that semester.
On or Before September 4, 2020	Planned schedule of meetings with advisor must be turned into the Center in writing by your advisor <u>if different than default</u> (one hour per week).
All semester	The student is responsible for working independently and meeting with advisor according to the predetermined schedule.
By October 2, 2020	Confirm name of the second reader and send information to CES.
October 2, 2020	Faculty Record Form #1 must be submitted to the Center by this date.
November 2, 2020	Turn in a complete first draft to your advisor.
November 24, 2020	Turn in fully revised draft to both readers.
December 7, 2020	Turn in a copy of your final paper to your advisor and a copy to your second reader. Also turn in one copy of your final paper along with your Faculty Record Form #2 to the Center. All papers must be turned in by 5:00 p.m. on this day. NO EXCEPTIONS TO THIS DEADLINE WILL BE MADE.
Last Week of Classes (November 30 – December 7, 2020)	European Studies Capstone Presentations. Attendance is required and students must attend all presentations. Students present their research and conclusions to other European Studies students, CES faculty, and friends.