

AMST 7900: Capstone Experience

Capstone Handbook

AMST 7900: CAPSTONE EXPERIENCE

Guidelines, Policies, and Forms

Prerequisite:

Completion of 18 credit hours in the MA Program in American Studies.

Course Description:

The AMST 7900: Capstone Experience is a thesis or project that is relevant to the student's area of expertise and future professional goals for work in American Studies. Regardless of the option chosen, the thesis and project are intended to involve an equivalent level of professional and academic achievement. In the first semester of AMST 7900, the student works under the supervision of two faculty members to develop a literature review and proposal for the thesis/project. In the second semester, the student works under the committee's guidance to produce the thesis/project. At the conclusion of the second semester, the student defends the thesis/project. The components of the capstone experience are described in detail below.

THESIS OPTION

The thesis demonstrates a student's ability to carry out independent research. When choosing a topic, the student should take into consideration his or her background and interests, accessibility of research materials, and the probable significance of the project to the field of American Studies. Students are required to follow the procedures established by the Institutional Review Board (IRB) for all research involving human participants.

A suitable topic for the thesis option will be interdisciplinary in nature and conceptualized to draw upon the student's prior course work and additional research. Research and writing of the thesis should draw upon interdisciplinary approaches for scholarly production consistent with work being done in American Studies.

The total length of the research thesis may vary depending on the topic and blend of methodologies employed. The final length should be based on consultation with the student's thesis committee, as this committee will ultimately approve or reject the thesis. However, as a general guideline, the thesis should be a minimum of fifty pages in length, including the literature review, footnotes, and bibliography.

PROJECT OPTION

The American Studies project option invites students to carry out a project that contributes to culture-making in the field by synthesizing and applying knowledge from course work in the program. For students choosing the project option, the project will exhibit learning outcomes consistent with more traditional capstone experiences.

Reflective Essay: Whatever the focus and form of the project, students selecting the project option will write a reflective essay synthesizing knowledge of American Studies within the context of their applied project and highlighting connections between scholarship in the field and work achieved through the capstone. In other words, students will incorporate the literature review into their final reflective essay. This essay should include citations appropriate to the topic of applied research. The length of this narrative should result from consultation with the student's capstone committee. However, a minimum length should be twenty-five pages, not including any written material prepared as part of the project itself.

Project Examples

Several examples of the project option are briefly characterized and then described in more detail below. These examples are meant to be illustrative rather than prescriptive.

- · A detailed plan and analysis of a museum exhibit
- A curriculum development project
- A website/multimedia work with content focused on an American Studies topic or issue
- Dramaturgy related to an on or off-campus production

Detailed Plan for and Analysis of a Museum Exhibit

A project envisioned as a museum exhibit might have as its core product a concept paper addressing a topic from current American Studies scholarship, as it would be presented to a particular audience in a specific type of museum. For example, if describing and analyzing an American Studies exhibit for an art museum, the student might envision a focus such as "Early American Portraiture: A Mediation on the Promise and Reality of American Culture." In planning for this exhibit, the student might compare pre- and post-Revolution portraits to illustrate how the American Revolution shaped visual culture of the emerging nation. For a history museum, a student could describe an exhibit organized around a topic such as "Coming to America," which might present the experiences of two different families who immigrated to the United States, one from nineteenth-century Ireland and the other from twenty-first century Iran. In developing a detailed plan, the student might explain how specific components of the exhibit would treat such topics as imagined versions of America versus lived experience, issues of double consciousness, and/or ways that technologies have shaped immigrants' daily lives in differing ways. Similarly, for a natural science museum, a student's project might examine a topic such as "America, the Environment, and the Global Economy" as it would be presented for an audience of elementary and middle school children visiting a science museum. In this case, the student might describe how materials from an array of sources could be used to introduce the museum's audience to the exhibit topic, by drawing from literature (Silent Spring), film (Jurassic Park), photography, and artifacts from everyday life.

In each of the cases briefly described above, the project product could, for example, include the following: an interpretive essay; diagrams of the proposed exhibit space; examples of primary materials to be used in the exhibit; excerpts from oral histories to be used in the exhibit; a short exhibition fact sheet; label copy for each artifact; and a plan for evaluation of the exhibit (including audience response).

Curriculum Development Project

A project envisioned as a curriculum might have as its core product a very detailed teaching plan as it would be presented to a particular academic audience such as an introductory American Studies class for university undergraduates, an AP history course in a public high school, an interdisciplinary workshop team-taught by two middle school teachers, or a curriculum unit built around attendance at a multi-day conference organized around an American Studies theme (e.g., the anniversary of the publication of a culturally significant novel or film or the exploration of a particular historic site). For example, the unit might be planned for a high school American literature course exploring the Civil rights Movement as depicted in literature and film. The student might draw from a wide range of sources, carefully explaining how learning activities as well as specific content are selected and organized around concepts from current American Studies scholarship. Similarly, a student could describe and analyze a plan aiming to introduce undergraduates to major methodologies used in American Studies today. In this case, the plan could include both explanations of specific assignments for students to do, descriptions of classroom activities and field trips, as well as summaries of content for lectures and discussions. Along related lines, a project envisioned as a curriculum plan for a large public audience might present an array of explanatory materials that would be provided for schoolteachers and students attending a program linked to American Studies topics, such as a workshop organized to coincide with the opening of a new exhibit or public history site. In this case, the project product might include such items as pre-visit study guides, written directions for learning activities to be carried out at the site, and post-visit curriculum for classroom use, as well as detailed analysis of the links between preparation of these materials and the M.A. student's study of the topic from an American Studies perspective.

Website

For this option, a student could develop a website displaying an online thesis that addresses a topic relevant to American Studies. The final product would be the equivalent of writing a fifty-page traditional manuscript thesis. The purpose for creating an online project is to publically present material that cannot be organized and demonstrated in a traditional manner. The online project might present: (1) an interpretive essay, including citations and a bibliography, with an argument that incorporates visually rich evidence, while it also demonstrates the significance of the work to the field of American Studies; (2) numerous artifacts with detailed labels for each photograph, film clip, or document that you plan to include in your site; and also (3) a link page to relevant material.

Examples topics:

- African American women's representations in American film
- The cultural work of photographs/film clips from the Great Depression
- The effects of media bias on American public policy

For an example of an online thesis, visit: http://xroads.virginia.edu/~MA99/diller/mammy

Dramaturgy Related to On or Off Campus Production

In conjunction with planning and rehearsal stages of the production of a play relevant to American Studies, the dramaturgy project might include, for example, some of the following components: images, video, and/or music relevant to the production concept, transcriptions of interviews with cast and crew, notes written for the program, an essay related to the style of production, a study guide geared toward teachers and high school or middle school students, a journal annotating various meetings with the director and/or designers during the process, and a presentation (with Audio/Visual support incorporated) geared toward a general education KSU course. Given the collaborative nature of such work, students will work the Theatre and Performance Studies (TPS) faculty to consider and describe how they will work and communicate with community and university partners.

CAPSTONE EXPERIENCE GUIDELINES

Statement of Responsibility

Each student is responsible for adhering to the requirements set forth in this document. Any deviation from the requirements set forth in this document must be reviewed and approved by the Director of the MA Program in American Studies.

Capstone Committee

During the term prior to preparing and revising the capstone thesis/project, the student will consult with the Director of the MA Program in American Studies or a faculty advisor about appropriate members for the capstone committee. The two committee members should be familiar with the student's work in the program.

The student is responsible for asking faculty members to serve on the capstone committee. After the student has secured the agreement of both committee members, the student will inform the Director by turning in a Capstone Committee Selection Form (Form #1). The Capstone Committee Selection Form shall also include a communication plan for how the student will get advice from committee members about project materials and how the student will respond to the advice, such as through in-person meetings or email communication.

Students should plan ahead in assembling a committee. Depending on how many committees a faculty member is already serving on, he or she may not be available to serve on another committee in a given term.

Capstone Committee Responsibilities and Policies

The capstone committee consists of two graduate faculty members with shared responsibilities.¹ At least one committee member shall be affiliated with American Studies.

Committee Member Responsibilities:

Committee member responsibilities include:

- advising the student about drafting and filing a Capstone Committee Selection Form before the last day of classes in the term preceding enrollment for AMST 7900
- helping to determine the focus and format of the capstone thesis/project
- advising about the focus, shape, and content of the thesis/project
- providing guidance about the assembly of a reading list or avenues of research
- working with the student to create a timeline for completing research and writing
- monitoring the student's progress on the schedule of tasks and the timeline, taking into account the official incomplete policy in the Graduate Catalog
- communicating with the MA Director about the student's progress and sending the student's grade to the MA Director as either "S – Satisfactory" or "U – Unsatisfactory" during the final grading period

¹ Faculty with graduate status and instructions for applying for graduate status can be found here: http://www.kennesaw.edu/graduate/faculty.html

Committee members will also facilitate the completion of the thesis or project by:

- reading drafts, annotating the drafts, and providing feedback in a timely fashion
- conferencing with the student about the thesis/project's tasks and timeline
- conferencing with the student regarding theoretical issues and/or readings for the capstone thesis/project
- reading and approving the final versions of the capstone thesis/project
- participating in the formal evaluation of the thesis/project
- signing all documents verifying completion of the thesis/project

Committee members in the College of Humanities and Social Sciences will receive credit for capstone supervision based on a point system. Consult with the MA Director for further details.

First Semester: Literature Review and Proposal

In the first semester of AMST 7900: Capstone Experience, to be taken for three credit hours, the student shall prepare a literature review and thesis/project proposal. The student should be prepared to submit multiple drafts, attend conferences with the committee, and make revisions in order to be approved for the next phase. The student is responsible for getting the Literature Review and Proposal Approval Form approved by the last day of classes.

The purpose of the literature review, whose length and specific focus will be determined by en committee and the student, is to situate the student's research, plan of research, or other project in the context of relevant American Studies (or other scholarly) literature. The review ill critically engage with a group of texts, whether theoretical, historical, or otherwise relevant that enable and inform the project and explain how the student's original research project will contribute to an existing scholarly and/or public conversation.

The thesis/project proposal should include:

- a detailed statement of the rationale for the capstone thesis/project
- a list of the components of the thesis/project
- a plan for the research, drafting, revision, and/or production of the elements of the thesis/project
- a timeline for the completion of the parts of the thesis/project

The literature review and proposal may be prepared as one integrated narrative.

The student shall submit the approved literature review and proposal and the completed and signed Literature Review and Proposal Approval Form (Form #2) to the MA Director for the student's file. The MA Director will then permit the student to enroll in the second semester of AMST 7900: Capstone Experience.

Second Semester: Completion of the Capstone Requirement

The student will continue to communicate with the committee, be prepared to submit multiple drafts, make revisions, and obtain approval from the committee on the final thesis draft before scheduling his or her defense. The final copy of the thesis project must be submitted to the committee at least three weeks prior to the defense.

Students completing the thesis/project shall schedule a defense of the thesis/project with the committee. The student shall begin the defense with the introduction to or overview of the thesis/project, and then expect to respond to questions from the committee regarding the thesis/project in the context of his or her educational experience. The defense shall take place at least three weeks prior to the dates of graduation.

After the student successfully completes the defense, the committee members must sign the Certificate of Approval (Form #3). When the student has made all corrections required by the committee, the committee members sign the Notice of Completion (Form #4). The MAST Staff forward the notice to the Registrar so that the student may graduate. The thesis should be submitted to Digital Commons at Kennesaw State University at least one week prior to graduation.

Other Policies

In exceptional circumstances and with approval of the Capstone Committee, a student may enroll in all six credits of AMST 7900 in a single semester.

In exceptional circumstance, if a student fails to complete the thesis/project in the second semester, the student shall enroll in additional semesters of AMST 7900.

CALENDAR

DUE DATE	ACTION
One month prior to the beginning of the first	Student submits signed Capstone Committee
semester of AMST 7900	Selection Form (Form #1) to MA Director
Prior to the first day of Final Registration for	Student submits finalized Literature Review
the second semester of AMST 7900	and Proposal <u>and</u> signed Literature Review and
	Proposal Form (Form #2) to MA Director. MA
	Director permits student to register for second
	semester of AMST 7900.
Three weeks prior to defense	Student submits final copy of the thesis or
(At least six weeks prior to graduation)	project to the committee
Three weeks prior to graduation	Student defends thesis or project and
	committee signs Certificate of Approval (Form
	#3) and Notice of Capstone Completion (Form
	#4) to be submitted to MA Director
One week prior to graduation	Student submits final project or thesis to
	DigitalCommons@KSU
	MA Director submits Notice of Completion to
	Kennesaw State University Registrar

Grading

Students enrolled in AMST 7900 receive either "S" or "U" as a final grade. "S" indicates that credit has been given for completion of degree requirements other than academic course work. "U" indicates unsatisfactory performance or progress in an attempt to complete degree requirements other than academic course work.

Final Deposit of Capstone Project Copies

All degree candidates must submit their final work electronically to DigitalCommons@KSU no later than one week prior to graduation. Although the thesis or project itself must be submitted electronically, all supporting documents must be submitted in hard copy. Any student who fails to meet the final deposit deadline will be automatically removed from the graduation list.

DigitalCommons@Kennesaw State University

Theses and projects are now permanently archived through DigitalCommons@KSU. Authors will complete a Non-Exclusive Licensing Agreement as part of this process. Note that students are free to reuse the content elsewhere. By signing this license, a student affirms that he or she has the right to grant the rights contained in the license and that the submission does not infringe upon anyone else's copyright.

DigitalCommons@KSU can support a wide range of thesis/project formats. Theses will be generated as PDF files according to the following guidelines. Students using video, websites, audio documentaries, or other formats for their project shall work with the MA Director and his/her committee members to identify acceptable submission guidelines.

Copyright

Students and their advisors should carefully consider the desirability of registering the copyright for the thesis/project. General information regarding copyrights can be obtained from www.copyright.gov. There is no MAST or KSU requirement to register the copyright.

FORMAT FOR THESIS AND REFLECTIVE ESSAY PORTION OF PROJECT

The following guidelines apply to a thesis and the reflective essay portion of the project. Students intending to produce projects in other formats shall work with the MA Director and his/her committee members to identify acceptable submission guidelines.

The written portion(s) of the capstone project shall utilize the footnote/bibliography format as outlined in the latest edition of the Chicago Manual of Style.

The thesis or reflective essay portion of the project shall include the following elements in the order indicated:

- 1. A title page in the format of the example attached.
- 2. A Certificate of Approval containing the signatures of the student's committee. Please note that the Certificate of Approval containing the original signatures shall be submitted to the MAST Office to be placed in the student's file.
- 3. A table of contents (in the case of a thesis).
- 4. The text of the entire thesis or reflective essay.
- 5. A curriculum vitae (CV), biography, or résumé. The student should include a vita, biography, résumé (not to exceed three pages) that highlights his or her achievements.

TITLE PAGE

The title page shall appear as follows, center justified:

<TITLE IN UPPERCASE AND BOLD LETTERS>

[ten single spaced blank lines]

A Thesis

Presented to

The Academic Faculty

[three single spaced blank lines]

Ву

<Student's Name>

[four single spaced blank lines]

In Partial Fulfillment

Of the Requirements for the Degree

Master of Arts in American Studies

[six single spaced blank lines]

Kennesaw State University

[one single spaced blank line]

<Month & Year of Graduation>

Margins

Each page must have a margin of 1" on all sides. On the first page of every major division (e.g., chapter, table of contents, references, etc.), a 2" margin is required at the top. All tables and figures must conform to the margin requirements.

Fonts

Times New Roman should be used throughout the text, with 12 point font for the main text and 8-10 point font in the footnotes.

Page Numbering

Beginning with the title page, every page is assigned a number. The preliminaries (items 1-3 above) are numbered in lower-case Roman Numerals placed without punctuation in the center of the page $\frac{1}{2}$ " from the bottom of the page. The title page and Certificate of Approval are considered to be pages I and ii, but numbers are not typed on these pages.

Text and reference pages are numbered consecutively in Arabic numerals beginning with 1 on the first page of the text. The numbers are placed without punctuation in the upper right corner 1" from the right and at least ½" from the top of the page. All pages of the text and reference material, including appendices, references, and cover sheets (if used) are counted and numbered.

Spacing

The general text of the capstone project is double-spaced. Single spacing is used for long tables, itemized or tabular material, footnotes, and multi-line captions. Long quotations and reference entries should be spaced following the Chicago Manual of Style.

Printing

A final copy should be printed and given to the MA Program Office for the student file. Additionally, the final copy of the thesis/project (including Forms #3 and #4, but without the signatures) shall be saved as a PDF file for uploading to DigitalCommons@Kennesaw State University.

CAPSTONE PROCESS PLANNING CHECKLIST		
	ACTIVITY	COMPLETION DATE
1	Set up meeting with MA Director to discuss capstone	
	thesis/project and select appropriate committee members	
2	One month before the semester begins, turn in signed Form #1:	
	Capstone Committee Selection Form to MA Office	
3	Receive an override and register for AMST 7900/01	
4	Set up initial meetings with Capstone Committee to get	
	direction for literature review research and to establish a	
	calendar for submission of drafts and subsequent meetings	
5	Submit finished literature review to Capstone Committee to	
	receive permission to register for AMST 7900/02	
6	Before Final Registration, submit Form #2: Literature Review	
	Completion Form to MA Office	
7	Receive an override and register for AMST 7900/02	
8	Petition to Graduate with Office of the Registrar by the deadline	
	- Spring Graduates: November 1 st	
	- Summer Graduates: April 1 st	
	- Fall Graduates: July 1 st	
	*Please note that deadlines are subject to change. Official	
	deadlines can be found on the Registrar's website.	
9	At least six weeks prior to graduation, submit final copy of	
	completed thesis/project to Capstone Committee	
10	Schedule Capstone Defense with help of MA Office. Must be at	
	least three weeks prior to graduation	
11	Complete Capstone Defense with Capstone Committee and MA	
	Director. If the MA Director is part of Capstone Committee, the	
	ISD Chair will take his/her place at the Defense.	
12	Make suggested changes before sending completed Form #3:	
	Certificate of Approval and Form #4: Capstone Completion	
	Form to MA Office	
13	Submit PDF version of Capstone to DigitalCommons	

Form #1: Capstone Committee Selection Form MA Program in American Studies

To be completed <u>prior</u> to enrollment in AMST 7900/01: Capstone Experience. It is the student's responsibility to obtain the faculty signatures and return the completed form to the MA Office.

Please type directly into this form.
Student's Name:
KSU #:
Projected Completion Date:
Title of Thesis/Project:
Communication Plan with Committee:
Committee Member #1
Name:
Department:
Signature:
Committee Member #2
Name:
Department:
Signature:
MA Director Signature:
Dato

Form #2: Capstone Literature Review and Proposal Approval Form MA Program in American Studies

To be completed <u>prior</u> to enrollment in AMST 7900/02: Capstone Experience. Please attach the literature review and proposal to this form. It is the student's responsibility to obtain the faculty signatures and return the completed form to the MA Office.

Please type directly into this form.
Student's Name:
KSU #:
Projected Completion Date:
Title of Thesis/Project:
Communication Plan with Committee:
Committee Member #1
Name:
Department:
Signature:
Committee Member #2
Name:
Department:
Signature:
MA Director Signature:
Date

College of Humanities and Social Sciences Kennesaw State University Kennesaw, Georgia Certificate of Approval

	This is to certify th	at the thesis/project of
has been a	Master of Arts	ee for the capstone requirement for the in American Studies of Social Sciences
	Capston	e Committee
Member		Date
Member		 Date
MA Director		 Date

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Original filed in MA Program in American Studies Office

Kennesaw State University Master of Arts in American Studies Form #4: Notice of Capstone Project Completion

.udent Name:	
emester & Year of Graduation:	
SU #:	
egree: Master of Arts in American Studies	
tle of Thesis/Project:	
ate of Oral Defense:	
Committee Member #1	
ame:	
epartment:	
gnature:	
Committee Member #2	
ame:	
epartment:	
gnature:	
IA Director Signature:	
ate:	
riginal to Office of the Registrar opy to Student opy to Student File in MA Office	

APPENDIX: How to Submit to DigitalCommons@Kennesaw State University

Submitting Your Work Electronically

All theses and projects produced in the MA Program in American Studies are electronically processed via DigitalCommons@Kennesaw State University.

What is the DigitalCommons?

DigitalCommons@Kennesaw State University is an institutional repository for your thesis to be stored electronically. It is a permanent digital archive of the intellectual and creative output of the university community. Research and scholarly material included here has been selected and deposited by the individual departments and centers on campus. The archive provides a single stable electronic location that is open to the global academic community. All Kennesaw faculty, staff, and faculty-sponsored students are encouraged to publish work in DigitalCommons@Kennesaw State University.

Who Benefits from DigitalCommons?

DigitalCommons@Kennesaw State University makes Kennesaw State scholarship easily available in one central place online, enabling greater access to colleagues, students, and new audiences. Works in the repository are optimized for discovery in popular search engines as well as other academic search portals making it easier for scholars and researchers worldwide to discover and cite your work. Because DigitalCommons@Kennesaw State University supports persistent access, users can cite these works confidently without worrying about content being moved or removed. DigitalCommons@Kennesaw State University is a valuable way to extend Kennesaw State's scholarly output with truly international reach with the widest possible circulation.

Specific benefits include:

- Increased visibility: Content is openly accessible and highly discoverable by popular and scholarly Internet search tools meaning authors experience wide distribution of works.
- Permanence: Your work will have a stable URL so researchers will always be able to find it.
- Archiving: Relieves you or your unit of technological maintenance.
- E-Publishing: DigitalCommons@Kennesaw State University facilitates creation of electronic journals, newsletters, and books.
- Grant Requirements: Some grants have data-sharing requirements, such as those funded by NIH. Submitting your works to DigitalCommons@Kennesaw State University can help meet that criterion.

Who Can Join DigitalCommons@Kennesaw State University?

 Communities: DigitalCommons@Kennesaw State University is organized according to communities. Any college, department, center, institute, or other academic unit is eligible to participate as a community. Other administrative units or organizations that produce

- research may also become communities. Other groups that do not qualify under these terms will be considered on an individual basis.
- Individuals: Individuals who wish to submit content must belong to a community. If a contributor to the DigitalCommons leaves Kennesaw, his or her content will remain online unless he or she requests its withdrawal.

What Kind of Material Can Be Placed on DigitalCommons@Kennesaw State University?

The DigitalCommons@Kennesaw State University accepts only material in digital form. If parts of the item require different file format, ideally all of the digital pieces will be provided as a set. (i.e., a PDF document with its associated data files).

A wide range of digital materials, including text, images, video, and audio files, can be placed in the DigitalCommons@Kennesaw State University. Possible types of material include, but are not limited to the following:

- Articles and preprints
- Working papers
- Technical reports
- Conference papers
- Dissertations, theses, practical, and capstone projects
- Out of copyright books in digital format
- Datasets, compressed websites, images, audio files, video files, software

What is Acceptable Content?

What qualifies as acceptable content is up to each participating community, within the following general guidelines:

- The work must be produced, submitted, or sponsored by Kennesaw State faculty, researchers, students, or staff.
- Content does not have to be authored by a Kennesaw affiliate to be included in the repository. For example, a community may use the repository to post papers written by faculty from other intuitions that were presented at a conference sponsored by the community.
- The repository will also accepted items co-authored by a Kennesaw affiliate with non-Kennesaw authors. A Community Sponsor or article co-author is responsible for securing permission agreements from non-Kennesaw State authors before content is posted in the repository.
- The work merits enduring archival value, as defined by the community.
- The work must be a community acceptable version.
- The author/owner must be willing and able to grant Kennesaw State University the right to preserve and distribute the work via the DigitalCommons@Kennesaw State University.

Aesthetics

The DigitalCommons does not have any requirements over the aesthetic appearance of the document to be uploaded. This includes things like:

- Page margins
- Font size and choice
- Alignment, paragraph, and line spacing
- Adherence to a particular bibliographic style, i.e., APA

The DigitalCommons will not edit submitted documents to see that they conform to the aesthetic standards of a particular department. The standards will be presumed to have been met when the document is submitted with the appropriate approval forms from the department. However, if while preparing to upload a document something resembling an error is noticed (e.g., the entire document is formatted quadruple spacing with 72 point Comic Sans, or the entire text is compressed into a quarter-inch space down the center of the page), the appropriate individuals will be contacted to see if this was accidental or deliberate.

Formatting the Document: File Format

Users should submit a document to the DigitalCommons as Adobe Acrobat PDF.

How Does Copyright Work? What Rights Do I Grant DigitalCommons@Kennesaw State University When I Deposit My Work?

Submitting materials to DigitalCommons@Kennesaw State University does not alter copyright. Authors are asked to complete and sign a Non-Exclusive Licensing Agreement for deposited materials. The author is free to reuse the content elsewhere. By signing the license, contributors affirm that they have the right to grant the rights contained in the license and that the submission does not infringe upon anyone else's copyright. If the author has previously assigned copyright to a publisher, the publisher's permission to contribute the work to the DigitalCommons must be obtained.

To check on permissions that are normally given as part of each publisher's copyright transfer agreement, check the Project RoMEO (Rights Metadata for Open Archiving) website. The DigitalCommons can provide assistance on using and interpreting the SHERPA RoMEO website.

If a working paper is later published (either in the same or revised form), the publisher may require that the paper be removed from the DigitalCommons. Again, the publisher may grant an exception if the author requests it. It is the responsibility of the author to check the terms of his or her agreement with the publisher.

If it is necessary to remove an item from DigitalCommons@Kennesaw State University, please contact the site administrator.

Restrictions to Access

For the most part, work uploaded to the DigitalCommons is considered to be open access through the Internet. Under certain circumstances, it may be desired to temporarily restrict access to material. This is referred to as embargoing.

Embargoing a file restricts the download of the full text. The record of the document, including the title, author, abstract, and other details are visible, but the download button will be replaced by a note saying, "Available for download on <embargo expiration date>."

Embargoes can be set for one year, eighteen months, two years, or three years and are lifted automatically on the appropriate date. If for some reason a longer embargo period is needed, please contact the DigitalCommons. Any decision for embargoing a graduate document should be made by the author and the appropriate department.

How Do I Submit My Thesis to the DigitalCommons?

All theses submissions to the DigitalCommons must have the following:

- The document in Adobe Acrobat (PDF), including any desired descriptors (abstract, subject keywords, etc.)
- A copy of the Non-Exclusive License Agreement signed by the graduate stend
- Attachment A Identification of Content Page
- Attachment B Final Submission Form, signed by appropriate parties
- If necessary, any associated files, also in electric format
- If necessary, written permission for any copyrighted material incorporated into the files

A submission will not be published on the DigitalCommons until all required parts are provided.

A graduate student wishing to submit work to the DigitalCommons will send material to the administrator of the website by email to digitalcommons@kennesaw.edu.

Any deadlines for submission are to be determined by the respective department. The DigitalCommons will do its best to respect these deadlines. Unlike the traditional binding process, there is **no cost** to students for having their work posted to the DigitalCommons.

CONTACT INFORMATION

digitalcommons@kennesaw.edu

libguides.kennesaw.edu/digitalcommons

E-mail to digitalcommons@kennesaw.edu

NON-EXCLUSIVE LICENSE AGREEMENT – STUDENT

This Non-Exclusive License Agreement ("Agreement") is hereby made between the undersigned student Contributor and Kennesaw State University ("KSU"), a unit of the Board of Regents of the University System of Georgia.

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