Student Handbook 2012 - 2013

Master of Arts in Humanities

DOMINICAN UNIVERSITY of CALIFORNIA
1890

This place changes people.

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Table of Contents

Director's Welcome 2
Program Description 3
Admission Requirements 4
Program Format 5
- Project Track(30 units) 5
- Non-Project Track (33 units) 5
- Emphasis Options 5-6

Emphasis Structures 7-8
Degree Checklist (30 Unit Project Track/33 unit Non-project Track) 9
Degree Checklist (Applied Music) 10
Degree Checklist (Creative Writing) 11
Transfer of Credit 12
Resources and Publications 12
General Information 13-16
- Student Advisin 13
- Registration Process 13
- Financial Issues 13
- Adding and Dropping a Course 13
- Incompletes 14
- End of Semester Evaluations 14
- Leave of Absence 14
- Independent Study 14
- Internships 15
- Teaching Assistantships 15
- Graduate Humanities Fellow 15
- Academic Scholar 15
- Application for Graduation 16

Course Selection Guidelines 17
Guidelines for Upper Division Courses Offered for Graduate Credit 19
Guidelines for Culminating Project 20
- Keeping on Track: Completing the Thesis/Project in a Timely Manner 21
- What to Do if the Thesis/Project is not Completed in Two Semesters 22
- Thesis/Project Binding Guidelines 22

Project Proposals 24
- Suggestions for Successful Proposals 24
- Aphorisms for Proposal and Thesis Writing 24
- Project Proposal Readers' Statement of Approval 26
- Culminating Project Proposal Review Form 27
- Culminating Project Proposal Review Form for Creative Writing Emphasis 28

Preparation of Thesis/Culminating Project for Final Submission 29
- Formatting guidelines 29
- Title Page sample 30
- Copyright Page sample 31
- Culminating Project [or Thesis] Certification Page sample 32

Campus Offices 33
Graduate Humanities Staff and MAP 34

Campus Map 36

Welcome to New Students

On behalf of the Dominican University Community, I would like to welcome you to the Master of Arts in Humanities Program. The administration, staff and faculty encourage you to take an active part in your education, campus and program activities, and ultimately share with others the diverse knowledge you attain through your studies in the Humanities. The faculty is excited to welcome you to our program and is looking forward to working with you in the true spirit of Dominican University: the "life of the mind."

Dr. Laura Stivers
Director, Graduate Humanities

Program Description

The Master of Arts in Humanities is an interdisciplinary program that provides a flexible, integrated course of study designed to lead students to breadth of knowledge spanning the liberal arts. The program encourages students to make connections between different areas of human thought, expression, and experience in such fields as art history, history, literature, music, philosophy, political theory, and religion. This interdisciplinary approach allows students to experience the methods and contents of more than one discipline as they investigate the various issues explored within the framework of graduate seminars and upper-division undergraduate courses expanded for graduate credit. The program is designed to provide life and career enrichment, cultural understanding, and an opportunity for personal advancement and fulfillment. Students who successfully complete the program are qualified to teach in community colleges and receive the necessary preparation in library research, critical thinking, and scholarly writing skills to enter a doctoral program in a humanities discipline.

The faculty seeks a diverse student body in terms of undergraduate majors and current professions, which lends richness to the seminar discussions. International students are welcome. Seminars are limited to a maximum of 15 students and most classes have 12 or fewer students. Normally between 40 and 50 students are enrolled in the program each semester. While some students are full-time (9 or more units per semester), the majority of students are part-time.

Admission Requirements

Several factors are considered when evaluating candidates, including undergraduate grade point average, statement of interest, work and life experience obtained outside the traditional classroom as noted in a current resume, letters of recommendation, and an interview.

The requirements for admission include the following:

1. Bachelor's degree from a regionally accredited college or university and a minimum GPA of 3.0 in the undergraduate major. Exceptions may be made by the Director in the case of applicants who earned their B.A. degrees more than five years prior to application.
2. Interview with the Director.
3. Submission of completed application including:
   a. application form and non-refundable application fee
   b. two letters of recommendation
   c. official graduate and undergraduate transcripts
   d. current resume and statement of interest

Additional Admissions Requirements for the Master of Arts in Humanities with a *Writing Emphasis*:

For students wishing to enroll in Dominican University of California's M.A. in Humanities with a Writing Emphasis, the standard criteria for acceptance is an undergraduate degree in English or Creative Writing. These applicants should submit with their application a sample of their writing (approximately five pages of narrative, or three to five poems).

Students who have an academic background other than English or Creative Writing should demonstrate their qualification in their statement of purpose and should provide 10-15 pages of work in one of the following genres:

- creative non-fiction (such as a personal essay, autobiography, or travel writing essay; undergraduate expository essays are typically not applicable)
- fiction
- poetry
- screenwriting
- drama

Admission to the Creative Writing Track is subject to a recommendation to the Director of the Master of Arts in Humanities Program by a faculty member in the English Department.

Additional Admissions Requirements for the Master of Arts in Humanities with an *Applied Music Emphasis*:

To select the Applied Music emphasis, students must have an undergraduate degree in music or equivalent course work in music, and permission from the Chair of the Music and Performing Arts Department and the Director of the Graduate Humanities Program.

Program Format

Students select the traditional Humanities program or the Applied Music program or the Creative Writing program. The traditional Humanities program has two tracks: a thirty unit track with a Culminating Project; or a thirty-three unit track without a project. The Applied Music Program is 38 units. The Creative Writing Program is 30 units. The *Pro-seminar* and *Core Integrative Seminar* should be taken early in the course of study. The M.A. thesis or culminating project is interdisciplinary and may be historical or contemporary in theme.

A thirty unit project track program includes:

- Pro-seminar: 3 units
- Core Integrative Seminar: 3 units
- Graduate Seminars: 21 units*
- Culminating project and workshops: 3 units

A thirty-three unit non-project track program includes:

- Pro-seminar: 3 units
- Core Integrative Seminar: 3 units
- Graduate Seminars: 27 units *

*Nine of the required units in the 30 and 33 unit programs may come from the following:

Applied Music, Studio Art, and Creative Writing Workshops
Expanded Upper Division Undergraduate Courses
Independent Studies
Teaching Assistantships
Internships
Transferred Units (no more than six)

A thirty-eight unit applied music includes:

- Pro-seminar: 3 units
- Core Integrative Seminar: 3 units
- Applied music: 12 units
- Graduate Seminars: 18 units ***
- Culminating project 2 units

***See grid on page 7 for details.

Emphasis Options:

Students may choose an emphasis in Art History, English, History, Music, Philosophy, Political Theory, Religion, or Women and Gender Studies. An emphasis requires 15 units (6 of which must be Humanities Seminars) in the emphasized discipline. Applied Music and Creative Writing Workshops do not count toward required emphasis seminars or units. (In the thirty unit

track, 3 of the emphasis units are the culminating project--the topic of which must be in the emphasis.) The emphasis is planned in consultation with the Director and the student's advisor.

Master of Arts in Humanities
Emphasis Structures

Curricular Structure	Humanities Project Track (no emphasis)	Art History, History, Women & Gender Studies, Political Theory, Music or Religion Emphasis Project Track	English Emphasis Project Track	Humanities Non-Project Track (no-emphasis)	Art History, History, Political Theory, Music or Religion Emphasis Non-Project Track	English Emphasis Non-Project Track	Creative Writing	Applied Music
Pro-Seminar	**3**	**3**	**3**	**3**	**3**	**3**	**3**	**3**
Core-Seminar	**3**	**3**	**3**	**3**	**3**	**3**	**3**	**3**
Restricted Units related to Emphasis. ***Students should consider the required restricted units for their individual track when selecting their seminars or flexible units.***	**0**	**12** At least two Hum seminars; 6 units may be flexible units except creative writing, applied music, or studio art.	**12** 12 units of LIT or 9 units of LIT and 3 units of graduate writing workshop; Must include 2 HUM LIT seminars; 6 remaining units may be flexible including the graduate writing workshop.	**0**	**15** At least 3 Hum seminars; 6 units may be flexible units except creative writing, applied music, or studio art.	**15** 15 units of Lit or 12 units of Lit and 3 units of graduate writing workshop; Must include 3 HUM LIT seminars; 6 units may be flexible including the 3 units of graduate writing workshop	**12** One Hum English seminar, no substitutions. Three semesters (3, 3, and 3) of Hum Creative Writing Workshops.	**18** Two Hum Music seminars, or one Hum Music seminar, and one expanded upper division Music class. Four semesters of Applied Music (3,3,3, and 3)
Humanities Seminars (Hum 51XX-56XX)	**12 Project all tracks Must have 12 seminar units**	**0-6 Depending on number taken in emphasis**	**0-9** (If Graduate Writing Workshop is used in Emphasis one additional Seminar)	**18 All non-project tracks must have 18 seminar units**	**3-9 Depending on units in emphasis**	**3-9 Depending on units in emphasis**	**9**	**18** (Includes two HUM Music Seminars or one HUM Music Seminar and one upper division expanded class)

Curricular Structure	Humanities Project Track (no emphasis)	Art History, History, Women & Gender Studies, Political Theory, Music or Religion Emphasis Project Track	English Emphasis Project Track	Humanities Non-Project Track (no-emphasis)	Art History, History, Political Theory, Music or Religion Emphasis Non-Project Track	English Emphasis Non-Project Track	Creative Writing	Applied Music
Flexible Units or Professional Studies ***Only for students not in Creative Writing Emphasis***	**9** These 9 units may be expanded upper division classes, internships, independent studies, applied music, creative writing, travel, teaching assistantships, or studio art or additional seminars. Up to six units of work may be transferred from another institution.	**9** These 9 units may be expanded upper division classes, internships, independent studies, applied music, creative writing, teaching assistantships, or studio art or additional seminars. Up to six units of work may be transferred from another institution.	**9** These 9 units may be expanded upper division classes, internships, independent studies, applied music, creative writing, teaching assistantships, or studio art or additional seminars. Up to six units of work may be transferred from another institution.	**9** These 9 units may be expanded upper division classes, internships, independent studies, applied music, creative writing, or studio art or additional seminars. Up to six units of work may be transferred from another institution, but may not replace the 24 required units of Hum seminars.	**9** These 9 units may be expanded upper division classes, internships, independent studies, applied music, creative writing, or studio art or additional seminars. Up to six units of work may be transferred from another institution, but may not replace the 24 required units of Hum seminars.	**9** These 9 units may be Hum seminars, expanded upper division classes, internships, independent studies, applied music, creative writing, or studio art or additional seminars. Up to six units of work may be transferred from another institution, but may not replace the 24 required units of Hum seminars.	**9** Three semesters (3, 3, and 3) of Hum Creative Writing Workshops.	**12** Four semesters of Applied Music (3, 3, 3, and 3).
Culminating Project and Workshops	**3**	**3** Related to the emphasis.	**3** Related to the emphasis	**0**	**0**	**0**	**3** Creative writing project. Must enroll in Culminating Project Workshop I in prior semester.	**2** Presentation of a one hour public recital or lecture/recital in the fourth semester.
Total Units	**30** 21 of the 30 units must be Hum seminars and the Culminating Project.	**30** 21 of the 30 units must be Hum seminars and the Culminating Project.	**30** 21 of the 30 units must be Hum seminars and the Culminating Project.	**33** 24 of the 33 units must be Hum seminars (one Honors seminar may be counted as part of the 24).	**33** 24 of the 33 units must be Hum seminars (one Honors seminar may be counted as part of the 24).	**33** 24 of the 33 units must be Hum seminars (one Honors seminar may be counted as part of the 24).	**30** 21 of the 30 units must be Hum seminars and the Culminating Project.	**38** 21 of the 38 units must be Hum Seminars.

M.A. in Humanities Degree Checklist

(30 unit Project Track/33 unit Non-Project Track)

Name_____Telephone_____

Area of Emphasis* (if any)_____Sem. of 1st Matriculation_____

Course #	Name of course	Semester	Units	Completed/Emphasis
Pro and Core Seminars				**(6 units)**
HUM 5000	Pro-Seminar	_____	3.0	_____
HUM 5001	Core Seminar: Culture & Symbol	_____	3.0	_____
Additional Required Graduate Humanities Seminars				**(12 units project/18 units non-project)**
_____	_____	_____	____	_____
_____	_____	_____	____	_____
_____	_____	_____	____	_____
_____	_____	_____	____	_____
(Non-project track - additional seminars:)				
_____	_____	_____	____	_____
_____	_____	_____	____	_____
Flexible Units				**(9 units)**
Graduate Seminars and/or Expanded Upper-Division Courses, Independent Studies, Teaching Assistantships, Transferred Credits				
_____	_____	_____	____	_____
_____	_____	_____	____	_____
_____	_____	_____	____	_____
_____	_____	_____	____	_____
Project				**(0 units non-project/3 units project)**
HUM 5002	Culminating Project Workshop I	_____	0	_____
HUM 5003	Culminating Project Workshop II	_____	1.0	_____
HUM 5004	Culminating Project	_____	2.0	_____

Project Title_____

Primary Reader:_____Secondary Reader:_____

Date Project Proposal Approved _____Date Final Project Report Approved _____

TOTAL UNITS:_____
(minimum 30 for project track; 33 for non-project track)

*Two Graduate Seminars must be in the selected area of emphasis.

July 1, 2009

M.A. in Humanities Degree Checklist (Applied Music)

Name_____Telephone_____

Track: Applied Music Sem. of 1st Matriculation_____

Course #	Name of course	Semester	Units	Completed
Pro and Core Seminars				**(6 units)**
HUM 5000	Pro-Seminar	_____	3	_____
HUM 5001	Core Seminar: Culture & Symbol	_____	3	_____
Additional Graduate Humanities Seminars				**(12 units)**
_____	_____	_____	3	_____
_____	_____	_____	3	_____
_____	_____	_____	3	_____
_____	_____	_____	3	_____
Grad Humanities Music Seminars)-Two Hum Music seminars, or one Hum Music seminar, and one upper division expanded Music class				**(6 units)**
_____	_____	_____	3	_____
_____	_____	_____	3	_____
Applied Music-Four semesters (3, 3, 3, and 3)				**(12 units)**
_____	_____	_____	3	_____
_____	_____	_____	3	_____
_____	_____	_____	3	_____
_____	_____	_____	3	_____
Additional Courses				
_____	_____	_____	____	_____
_____	_____	_____	____	_____
Culminating Project				**(2 units)**
Applied Music-Presentation of a one hour public recital or lecture/recital in the fourth semester				
HUM 5004	Culminating Project	_____	2	_____

Project Title_____

Date Project Proposal Approved _____ Date Final Project Approved _____

TOTAL UNITS: _____
(minimum 38 Applied Music track)

July 1, 2009

M.A. in Humanities Degree Checklist (Creative Writing)

Name_____Telephone_____

Track: reative Writing Sem. of 1st Matriculation_____

Course #	Name of course	Semester	Units	Completed
	Pro and Core Seminars			**(6 units)**
HUM 5000	Pro-Seminar	_____	3	_____
HUM 5001	Core Seminar: Culture & Symbol	_____	3	_____
Grad HUM English Seminar-One HUM English seminar				**(3 units)**
_____	_____	_____	3	_____
_____	_____	_____	3	_____
Creative Writing Workshops-Three semesters (3, 3, and 3) of Hum Creative Writing Workshops				**(9 units)**
_____	_____	_____	3	_____
_____	_____	_____	3	_____
_____	_____	_____	3	_____
Additional Graduate Humanities Seminars				**(9 units)**
_____	_____	_____	3	_____
_____	_____	_____	3	_____
Additional Courses (optional)				
_____	_____	_____	____	_____
_____	_____	_____	____	_____
Culminating Project **Creative Writing**-Creative writing project				**(3 units)**
HUM 5002	Culminating Project Workshop 1	_____	0	
HUM 5004	Culminating Project	_____	3	

Project Title_____

Date Project Proposal Approved _____ Date Final Project Approved _____

TOTAL UNITS: _____
(minimum 30 for Creative Writing)

July 1, 2009

Transfer of Credit

Up to six semester units of graduate course credit toward a master's degree may be allowed by the Director of the Master of Arts in Humanities Program for work taken as a graduate student at another accredited institution. The Director determines whether the work presented for transfer credit is acceptable and must sign a Certificate of Course Equivalency before the units are transferred. These units are transferred after a student has successfully completed at least six units of graduate work at Dominican University. A Transfer of Credit Application form may be obtained at the Registrar's Office. The student must also arrange to have a transcript sent to the Registrar at Dominican University from the institution where the units were taken.

No course may be taken off campus during the semester in which the student expects to graduate unless approved by the Director.

Resources and Publications

Students should be aware of several publications which will be invaluable for clarifying academic policies, campus offices, and Dominican University activities. Other items of interest can frequently be found on fliers posted around campus, especially near the Registrar's Office (Bertrand Hall), the Graduate Humanities Office (122 Angelico Hall), and the Library.

Dominican University Website

Please refer to the Dominican website at www.dominican.edu for information about events on campus, publications, calendars, the library, the catalog, etc. The Registrar's section of the web site is particularly useful. There you will find the academic calendar and most, if not all, necessary forms. The Registrar is found under the "Academics" menu and then "Academic Resources."

Dominican University Catalog

The Catalog is available on the Dominican web site in the Academic Resources section. It is a very useful source of information regarding academic policies and procedures. Program requirements and other information, including course descriptions, can be found there. Students looking for a course description for an undergraduate course to expand for graduate credit (3000-3999), should look in the Catalog in the department under which the course falls. For example, English 3001, Linguistics, can be found in the English Department section.

The Graduate Humanities staff strongly encourages students to become familiar with the Catalog and the policies within it.

Dominican University Student Handbook

Although mainly targeted for undergraduate students, the Student Handbook is helpful for looking up the specific functions of campus offices. The Handbook also lists several policies and procedures not printed in the Catalog and includes a brief history of the University.

Other Publications of Interest to Students

Many of these publications are available on the university website.

The Habit is a student newspaper published regularly and features topics of interest for the campus.

The Torch is a quarterly newsletter distributed to alumni and friends of Dominican. It highlights events and other campus developments of special interest.

Tuxedo is a literary publication produced by the English Department. It contains outstanding poetry, and other creative writing and illustrations produced by Dominican students.

General Information

Student Advising

The Graduate Humanities Program Director advises students prior to matriculation for the first semester and thereafter to enroll students in classes each semester. Students may seek out a general advisor in their discipline for advice on course selection. However, they must see the Director for an official class enrollment advising session.

The Registration Process

Registration is an official procedure at Dominican University. When students register for courses, they are making a formal commitment to take these courses. Any change from the initial courses must be cleared with the student's advisor and the Registrar (see section *Adding and Dropping a Course*, below).

New students may register after they have been advised and have paid their tuition deposit. The student's only other commitment is to clear all financial matters and to pick up a student ID card in the Library before classes begin.

Continuing students begin the registration process by scheduling an appointment with the Graduate Humanities Program Director after receiving an email notification from the Registrar to sign up for an advising appointment. Check with the Business Office to ensure your account is up-to-date before scheduling your advising appointment. University policy states that students with a business hold are not allowed to register for courses until they have made necessary arrangements with the Business Office to clear their account.

Once students meet with the Director for an advising session, they receive an automated email from the IT Department indicating that an advising form has been submitted. Students then register for their courses online through "Self-Service," which can be accessed from the Dominican web site home page. (In the upper right corner of the home page, click on "find courses.") Students are responsible for timely completion of the enrollment process. A substantial late penalty applies to late registration and the option to register online is not available after the late fee goes into effect.

Financial Issues

Arrangements for tuition payments are made with the Business Office prior to Registration. Financial aid information is available at the Financial Aid Office. It is advisable to begin the process for financial aid upon application to the program. Please contact the Business Office and Financial Aid Office for complete details.

Adding and Dropping a Course

Continuing students may add and drop courses online prior to the start of the semester. Thereafter, they must submit an Add/Drop form to the Registrar. Students in their first semester, for whom online registration is not yet an option, must also submit the form. The form can be found on the Forms page of the Registrar's section of the Dominican web site. Please check with the Director prior to adding or dropping any course, for such changes can affect the timely

completion of your degree. Also, be sure to check the official Academic Calendar, which is posted in the Registrar's section of the web site, for add/drop cut-off dates.

There are definitive dates established each semester for adding and dropping courses with full or partial tuition refund and the Add/Drop form must be turned in by those dates with the appropriate signatures. If the form is not completed and turned in to the Registrar's Office by the due date, the student will not receive a tuition refund. Please notify the Graduate Humanities Office and your advisor if you have added or dropped a class.

Withdrawing from a Class

Each semester there is a cutoff date for withdrawing from a class with a W. After this date students not attending class receive a grade of UF, which is calculated in there GPA as 0.0. If you must withdraw from a class after the tuition refund date, please do so before the withdrawal due date.

Incompletes

The grade of incomplete is granted at the discretion of the instructor. After receiving permission for an incomplete from the instructor of the class, it is up to the student to obtain, complete and file the *Request for Incomplete Form* at the Registrar's Office. The student, instructor, and department chair must all sign the form before the student submits it to the Registrar. The form can be found in the "forms" page of the Registrar's section of the Dominican web site. It is the student's responsibility to file the *Request for Incomplete Form* before the end of the semester in which the course for which they are requesting an incomplete is being taken and to follow the Registrar's policies and procedures in making up the incomplete. Incompletes not completed in the timeframe stated on the form will revert to a grade of "F."

Note: Incompletes may effect eligibility for financial aid, check with Financial Aid about this.

End of the Semester Evaluations

Each semester, students have an opportunity to share their perceptions and judgments about the courses they are taking. The purpose of evaluations is to monitor the quality of instruction given in the Program by involving students in the structure, content and presentation of their curriculum. Students are encouraged to take the time to complete the confidential online evaluations.

Leave of Absence

Leave of absence allows students to retain their admission status, while not being enrolled at Dominican, and still maintain the admission and graduation requirements at the time of the first matriculation. Enrolled students may apply for Leave of Absence from the University for a maximum of one academic year (two semesters and one summer). (See the Leave of Absence section under General Academic Policies and Procedures of the Catalog, which can be found online under Academic Resources.) The LOA form is available on the "forms" page of the Registrar's section of the Dominican web site.

Independent Study

Independent Study is possible for Graduate Humanities students subject to the approval of the Director of Graduate Humanities, the supervising professor, and the Dean of Arts, Humanities and Social Sciences. The Independent Study may be undertaken in any of the humanities disciplines, provided the department considers the student's preparation adequate. The study must be in an area not covered by a regularly scheduled course.

The *Independent Study Contract* is available online under Forms in the Registrar section of the Dominican web site. It is also available in the Office of the Registrar. The form is completed by the student and the supervising professor. It includes the goals of the study, methodology, and means of evaluation, unit value, and semester. The student, the supervising professor, the Director, and the Dean all sign the contract. The original is filed in the Registrar's Office; one copy is retained by the supervising professor and one by the student.

Ordinarily, a student may earn no more than six units of Independent Study. Independent Study units fall into the category of flex units, of which a student may earn a maximum of nine toward graduation. In some circumstances, Independent Study with a full-time faculty member in the discipline of study can count as a graduate seminar towards an emphasis rather than as flex units.

Internships

The Internship Program is a university-sponsored learning experience which occurs outside the classroom. Students intern in a pre-professional capacity in an employment setting which is related to their field of study. Internships help students clarify and test the career and academic goals, obtain first-hand experience and professional contacts, transfer academic skills to the world of work, and develop self-confidence. Internships can be for one to three units, based on working five to fifteen hours per week in a work situation, which constitutes a valid educational experience relevant to a graduate humanities position. Students are required to keep a journal and submit a final paper to the Graduate Humanities Program Director and Career Services. These units do not count as Graduate Humanities Seminars. (Please see page 5.)

Teaching Assistantship

In conjunction with an instructor within the humanities discipline, a graduate humanities student may enroll for one to three units as a teaching assistant under the selected instructor. A contract is completed by the student and the supervising instructor, with the approval and signatures of the instructor, the department chair, and the dean. These units do not count as Graduate Humanities Seminars. (Please see page 5.)

Graduate Humanities Fellow

The Master of Arts in Humanities Planning Group has established the Graduate Humanities Fellow program to recognize students who demonstrate excellence in research and potential as scholars. Two fellows may be selected for each semester. To qualify, students must have completed twelve graduate units. Students are selected by Graduate Humanities faculty who are teaching in the program. Criteria include strong academic performance, research skills, and commitment to the Graduate Humanities community of scholars. Each Graduate Humanities Fellow works directly with one faculty member. Tasks are scholarly activities related to the individual faculty member's research and teaching responsibilities. Graduate Humanities Fellows receive a stipend during the semester of service.

Academic Scholar

At the end of every academic year, the University asks the program to select one student to be named Graduate Humanities Academic Scholar. Any faculty member who teaches in the program can nominate a student whom he/she feels is deserving of the award. Students are eligible in the academic year in which they could graduate. Deferring graduation or taking thesis continuation does not extend eligibility. Selection is not based solely on GPA or quality of thesis, although these factors are taken into consideration. From the list of nominated candidates, a vote

is taken by faculty, with one vote per discipline (Art History, English/Creative Writing, History, Politics, Music, and Religion), to determine the Academic Scholar.

Application for Graduation

An Application for a Graduate Degree is due in the Registrar's Office the semester previous to that of anticipated graduation and may be obtained either from the Registrar's Office in Bertrand Hall or online on the "forms" page of the Registrar's section of the Dominican web site. Application deadline dates are posted on the academic calendar, which is available on the Dominican web site. You may also check directly with the Registrar.

Course Selection Guidelines for Graduate Humanities Students and Advisors

Hum 5000, Pro-Seminar, and Hum 5001, Core Seminar: Culture and Symbol are required of all students and should be taken as early as possible in the program of study.

a. The Pro-Seminar satisfies the requirement for a research component (an accreditation standard) and serves as an introduction to humanistic study. The Pro-seminar is a required introductory course to graduate study.
b. The Core is an examination of the nature of the humanities and is required of all students. It is not waived.
c. If a student takes only one class per semester the Pro and Core may be delayed for one year if a compelling reason exists. But if taking six or more units, it is important that students enroll in the Pro in their first semester and Core in their second or third semester.

2. **Select seminars which meet the emphasis requirements.** Seminars are differentiated from Expanded Upper Division courses by the "HUM" prefix (see Creative Writing exception below). The second digit in the course number identifies the discipline—51XX, Art History; 5201-5211, English; 53XX, History; 54XX, Music; 55XX, Political Theory; and 56XX, Religion. Philosophy seminars may come from Political Theory or Religion upon approval of the discipline coordinator and the Director.

   a. Please refer to the *Emphases Structures* chart in your **Handbook** when selecting seminars.
   b. For the 30 unit track, the Culminating Project Workshops and Culminating Project (which should be within the emphasis discipline) count toward the emphasis.
   c. Please note that many community colleges require 18 units in the emphasis for prospective faculty.

   ***Creative Writing Exception*. Creative Writing Workshops are the professional workshops required for students pursuing the Creative Writing Emphasis.** These workshops require special permission for students who are not pursuing the Creative Writing Emphasis and *do not count as Hum seminars.*

3. **Select a seminar outside of the emphasis.**

   a. Remember that the design of the program is intentionally interdisciplinary and that students should take seminars outside of the emphasis discipline.

4. **Select an Expanded Upper Division (EUD) class, if needed for the emphasis.** (See guidelines, next page, for additional information.)

   EUD classes count as part of the nine flexible units for students in the 30 and 33 unit programs, and must be chosen judiciously.

a. Prior to seeing your advisor, identify the upper division class you would like to be expanded. Expanded credit means a graduate-level workload added to course requirements. An EUD class may be necessary for your emphasis.
b. In consultation with your advisor, send to the Director a request that the UD class be expanded.
c. Usually, there is a limit of two graduate students per EUD class. The Director, discipline coordinator, and faculty member must agree before these limits may be expanded.
d. The number of EUD classes available each semester is limited, so please advise early during the advising period.

5. **Select Culminating Project Workshop I or II if you are in the 30 unit project track.** (See guidelines on page 19.)

    a. Select Workshop I in the semester you plan to develop your proposal and begin your work. Do not assume that the proposal will be approved and begin work on the project prior to official acceptance of the proposal.
    b. Select Workshop II in the semester following Workshop I, or in the semester in which the project will be completed.

6. **Select other courses of interest. Remember no more than nine units of these types of courses will count toward the degree (not applicable to Creative Writing and Applied Music emphases).**

    a. Independent studies.
    b. Internships.
    c. Studio art, creative writing or applied music.
    d. Travel seminars.

Some information to keep in mind:

- ✓ Students must take six units to be eligible for financial aid.
- ✓ I-20 International students must take nine units.
- ✓ A full time load is nine units.

Guidelines for Upper Division Courses Offered for Graduate Credit

The following guidelines were approved by our Master of Arts in Humanities Planning Group (MAP) February 27, 1995.

1. Expansion of upper-division courses for the option of graduate credit for students in the Master of Arts in Humanities are in the discretion of the Director. Not all 3000 courses can be expanded for graduate credit. In general, 1 unit courses cannot be expanded.

2. Upper-division undergraduate course expansions assist the student in meeting requirements for the Emphasis, or provide opportunity for a broader range of studies. A maximum of nine units is allowed for credit toward the degree. Graduate students taking these courses work with the faculty member on an individual or group tutorial basis to "expand" the course for graduate credit via additional reading, research, writing, or oral presentation.

3. Possible options for expanding requirements in an upper-division undergraduate course for graduate credit:

    a. Additional Reading: The instructor will be expected to work with the student(s) to develop a list of readings and assignments above and beyond the normal course work required for the upper-division undergraduate students. Such reading should be drawn from books and/or articles which explore topics in greater detail. The instructor will be expected to meet with the student(s) in individual tutorial or group tutorial sessions to discuss the readings.

    b. Additional Research: The student is required to submit a graduate-level research paper which is more in-depth, longer, and has greater focus than that required of undergraduate students in the course. The instructor will be expected to work with the student to help select a topic which qualifies as “additional research” as well as help the student develop bibliography/resources for doing such research. The instructor will also be expected to monitor research progress and offer guidance concerning the progress of the research project; final evaluation of the project will be made by the instructor. The instructor will need to be prepared to advise the student on all details of the advanced research area.

    c. Additional Writing: A student and instructor may agree to expand the undergraduate course by additional written assignments, perhaps a longer paper than that required of the undergraduate students or a series of short essays. Such additional written work should be of a higher caliber than that expected of undergraduates. The instructor will need to be prepared to offer guidance to graduate students in selecting topics as well as review and assessment of the written work.

    d. Oral Presentation: Graduate students may be asked to prepare materials to teach a class period or give and in-depth oral presentation to a class concerning their special research project. The instructor will need to be prepared to work with the graduate student(s) to help prepare relevant materials for the presentation, as well as evaluate the work and the presentation of the student(s).

Guidelines for Culminating Project

1. The length of the project should be approximately fifty typewritten, double-spaced pages or the equivalent amount of work in another medium.

2. The project is to be interdisciplinary (i.e., drawing upon the methodologies and/or media of two or more humanities disciplines in exploring the central problem or issue of the project).

3. The grade for the culminating project will be "A" for a superior project; "Pass" for a good, quality project; or "Fail" for a project which is completed in an unsatisfactory manner.

4. The three units of the culminating project are divided over two semesters. During the first semester of working on the project, students enroll in HUM 5002, "Culminating Project Workshop I," for zero units; the second semester students enroll in HUM 5003, "Culminating Project Workshop II," for one unit, and HUM 5004, "Culminating Project," for two units. The Workshops meet several times during each semester to assist students in preparing a project proposal, developing research strategies and methods, presenting and critiquing proposals and projects in development, and providing collegial support and information in dealing with issues related to the project and its completion.

5. The student submits a **proposal** for the culminating project during the semester the student is enrolled in "Culminating Project Workshop I" to the Graduate Humanities Office. The PAC (Proposal Approval Committee) of the graduate program reviews the proposal. The proposal should be developed by the student in consultation with the project readers. The deadline for submitting proposals for May degree completion is mid-October; the deadline for December degree completion is early March. Exact deadline dates are disseminated in the Culminating Project Workshops. The proposal consists of one to two pages of text, describing the nature of the project and/or the thesis to be presented or argued. Moreover, the proposal describes the importance and the interdisciplinary nature of the project. The proposal also includes the target date for completion of the project, a working title for the project, and an adequate bibliography or list of sources. (See page 23 for more information.)

6. There are two readers for each project. The primary reader serves as the principal advisor for the project. The secondary reader provides advice as determined by the primary reader and the student. The secondary reader must read and/or assess the project at least twice: once at the penultimate stage when the second reader meets with the student and provides feedback to improve the final product and again for final approval.

7. A timetable for completion of drafts and final product should be worked out between the primary reader and the student.

8. No formal defense of the project is required; however, the readers will require the rigor of a defense as the project comes to completion. At the conclusion of a successful project, the readers

must sign the culminating project certification sheet, which is then included in the final copies of the project.

9. A public presentation of the thesis/project is made during the Graduate Humanities Celebration early May. The presentation is a reflection, synthesis, and/or summary of the project. All graduate students, faculty, guests of the candidates are invited to attend this celebration of the culmination of the project and completion of the program.

10. It is the student's responsibility to timely submit **two identical loose-leaf copies to the library for binding.** Please follow the thesis/project binding guidelines (on the library website). The link is: http://www.dominican.edu/academics/resources/library/thesis-binding.html.

    Students should check whether their primary or secondary readers would like personal copies. No copy is needed for the humanities office

KEEPING ON TRACK: COMPLETING THE THESIS/PROJECT IN A TIMELY MANNER

Students work closely with their primary readers for deadlines to timely complete their culminating projects. However, successfully completing on time requires hard work and discipline by the student. The following are suggested guidelines:

First Semester

1. Obtain your two readers early in the semester.
2. Complete your proposal.
3. Complete your research. Leaving any substantial research for the second semester greatly increases the likelihood of not completing. If you begin the culminating project in the fall semester, do not leave research for the holiday break. Given the nature of holidays, it is almost always unrealistic to believe you can get a lot of research done. If you begin the culminating project in the spring semester, you may be able to get some research done over the summer break. However, be realistic about your vacation and work plans.

Second Semester

1. Begin writing right away. To not do so greatly increases the likelihood of not completing in time. It is likely you will need four or more drafts. Each cycle of submitting drafts to your readers, having them returned with comments, and completing revisions can take 2-3 weeks and there are only 15 weeks in the semester.
2. Get a first sample draft to your primary reader within the first three weeks of the semester so you can get a sense of the amount of revising you might need to make.
3. Allow <u>two</u> weeks before the final submission due date to get all of your thesis parts (title page, etc.) together for binding after approval.

Suggested deadlines for culminating project

Spring/Fall:

- Beginning of 2nd week of February/September: submit first complete draft to primary reader
- Beginning of first week of March/October: submit revised draft
- Mid- March/October: submit revised 2nd draft
- Beginning of 1st week of April/November: submit final draft
- 4th week of April/November: Complete any final revisions and prepare final copies for submission to library and graduate humanities office.

WHAT TO DO IF THE THESIS/PROJECT IS NOT COMPLETED IN TWO SEMESTERS:

If the project is not completed by the conclusion of the second semester, students have two years to complete their thesis and must register for HUM 5992, "Thesis Continuation," in the semester completed. Students who do not complete their thesis/project in two years, or who wish to abandon their thesis/project, must complete a 33 unit track program to receive their degree. Depending upon a student's progress with the project/thesis, work already completed may be converted to an independent study upon approval of the primary reader, program director, and Dean of Arts, Humanities and Social Sciences. If the work is deemed insufficient for independent study credit, students must take a 3-unit graduate seminar to fulfill the requirements of a 33 unit track.

Students enrolled in HUM 5004 in the spring semester who complete in summer before fall semester begins will be deemed to have completed in spring and will not have to enroll in thesis continuation. However, students contemplating this must check with their readers to make sure they will be available to work with the student over the summer. Availability is at the reader's discretion.

Students enrolled in HUM 5004 in the fall semester who complete before spring semester begins will be deemed to have completed in Fall. Again, readers may not be available over the holidays.

THESIS/PROJECT BINDING GUIDELINES:

Archbishop Alemany Library collects copies of all master's theses completed by Dominican University of California graduate students, binds them, and catalogs them for inclusion in our collection**. No copy is needed for the Department.**

Students are asked to follow the instructions below in preparing thesis copies for submission to the Library:

Submit ***two*** identical unbound loose-leaf copies to the Dean's Assistant in the library (415-257-0168), one for circulating and interlibrary loan purposes and one for archival purposes.

- You will need to use **acid-free**, high-quality archival paper. Paper can be purchased at an office supply store like *Staples* or *Office Depot*. **Do not** punch holes in the margin.
- **Submit at least one of the copies** (the archival copy, which constitutes the official copy of the thesis) **with the original signatures** of all thesis committee faculty members.
- Submit copies in a covered box in order to reduce the possibility of damage or loss. (Boxes of this kind can be obtained easily from copy shops such as *Kinko's*.)

- Attach a check or money order for $30.00 made out to Dominican University of California with "Thesis Binding" written in the memo line. Theses are bound in simple black cloth with gold printing. **Turnaround time for binding is often several months**.

*The Library will be happy to bind up to **<u>four</u>** *additional copies* for the student's personal collection for an additional $15.00 per copy. When the student's bound copy is returned from the bindery, we will inform the student of its arrival by email and/or phone and request prompt pickup up at the Library. We will mail theses to graduates located outside the bay area. **The total cost of binding may be submitted in one check.**

- On a separate sheet, include a permanent mailing address, telephone number, and email address.
- ***The Library does not duplicate additional copies for personal use. Such duplication is the responsibility of the student.***
- Experience suggests that students may also wish to obtain original signatures on their personal copies, as this practice enhances their "sentimental" value over the years.
- Examine your thesis copies carefully before submitting them to the Library for binding and cataloging. **The Library cannot inspect each thesis individually to ensure that contents are complete and that pages are ordered correctly. <u>Theses will be bound exactly as they are received by the Library</u>.**

Project Proposals

Distributed in Humanities 5002: Culminating Project Workshop I

Suggestions for successful proposals:

1. A **working title** is needed. It should be relevant, informative, and interesting.

2. The **opening paragraph** should tell what you intend to do and why it is important. Then describe how this topic relates to your work in the graduate program or to your earlier interests, work, etc. Total length should be 1 ½-2 pages, double spaced.

3. You need to tell what has been done by others on the topic of your choice. (In some disciplines this is called a review of relevant literature. For this proposal, it does not need to be very elaborate, but should indicate that you know what has been done and how your topic is different than what others have done.)

4. How will you **develop** your topic? What are the major areas you will work on to complete this project/paper/etc.?

5. The **preliminary bibliography** is an important first step in developing a much more extensive bibliography. It should demonstrate that you know what has been done on your topic and should be in correct format. The specific citation format used (MLA, Turabian, APA) depends on the main academic discipline under which your thesis falls and is determined by your readers. Although your thesis will be categorized under one discipline, it should be interdisciplinary in nature and the major works on your topic from each of your disciplines should be represented in your bibliography. This list should include books (some of which should be recent), articles in scholarly journals, and web sites if appropriate. If you need help developing a bibliography, let us know and we can direct you further. You may use endnotes or footnotes as approved by your readers.

APHORISMS FOR PROPOSAL AND THESIS WRITING

BE CLEAR. For proposals, the reader must be convinced that you have a legitimate project and the skills and resources to complete it.

BE COHERENT. Keep related information together. Help the reader to understand how parts relate to the whole.

BE COMPLETE. Be sure that your schedule is feasible. Murphy had it right: if anything can go wrong, it will.

BE CONFIDENT. Emphasize solutions; write in the active not the passive voice.

BE CONSISTENT. Use the same terms for the same thing. Don't use abbreviations unless you know they will be understood. You can place an abbreviation in square brackets after the first use of a term, and use the abbreviation thereafter.

BE CONCRETE. Know who your audience will be. In most cases, assume the reader has your level of education but in another field and will therefore understand common terms but not technical ones.

BE CONCISE. Eliminate unnecessary words. Eliminate digressions however clever they make you feel.

BE CAREFUL. Check spelling, grammar, and format. Proofread and correct every draft with exceeding care! At the end, read through the final copy from beginning to end.

Master of Arts in Humanities Culminating Project Proposal Readers' Statement of Approval

Master of Arts in Humanities candidates are responsible for obtaining the readers' signatures required below and for attaching this form to *four copies* of their culminating project proposal. These materials are to be submitted to the Program Director on or before the deadlines specified for receipt of the culminating project proposals in the fall and spring semesters.

To be completed by M.A. candidate:

Name of M.A. candidate: _____

Working title of culminating project:

_____

_____

Primary reader: _____

Secondary reader:_____

I give permission for other students in the program to read my proposal.

Signature:_____

To be completed by readers:

I have met with the candidate named above for discussion of the culminating project and have read and approved the final draft of the project proposal.

Signature of primary reader: _____Date: _____

Signature of secondary reader: _____Date: _____

Master of Arts in Humanities
Culminating Project Proposal Review Form

Distributed to members of Proposal Approval Committee with copy of proposal.

Student Name: _____

PAC Member Name: _____

Date of Review: _____

Title of Project: _____

_____

1. Does the proposal state clearly the purpose (or thesis) of the project?
2. Does the proposal state clearly the format of the project (traditional thesis, videography, musical recital, novel…)?
3. Does the proposal state clearly the central issues and how these issues will be addressed?
4. Does the title reflect accurately the project?
5. Does the proposal describe the interdisciplinary nature of the project?
6. Is the bibliography and/or list of sources adequate for the proposal?
7. Does the project include a date of completion?

Please check one below and return the review sheet and proposal via interoffice mail to the **Graduate Humanities Department.**

_____ Approve

_____ The PAC should meet to discuss this proposal.

Comments:

Master of Arts in Humanities, Creative Writing Emphasis Culminating Project Proposal Review Form

Distributed to members of Proposal Approval Committee with copy of proposal.

Student Name: _____

PAC Member Name: _____

Date of Review: _____

Title of Project: _____

1. Does the proposal state clearly the nature of the project?
2. Does the proposal state clearly the genre of the project (fiction, poetry, creative nonfiction, novel)?
3. Does the proposal state clearly the central aims and how these aims will be achieved (i.e. 3 chapters of a novel and novel outine)?
4. Does the title reflect accurately the project?
5. Does the proposal describe the interdisciplinary nature of the project?
6. Is the bibliography and/or list of literary influences adequate for the proposal?
7. Does the project include a date of completion?

Please check one below and return the review sheet and proposal via interoffice mail to the **Graduate Humanities Department.**

_____ Approve

_____ The PAC should meet to discuss this proposal.

Comments:

Preparation of Thesis/Culminating Project for Submission

1. **Title Page --** see example on page 32 and follow exactly as shown. (This page does not have a page number. However, it is counted in the pagination.)

2. **Copyright Page --** see example on page 33 and follow exactly as shown. (Begin lowercase Roman numeral page numbering here with page ii) Include the word "copyright" and year, your name, and phrase "all rights reserved."

3. **Faculty Certification Page --** see example on page 34 and follow exactly as shown. (Not paginated)

4. **Abstract (**Roman number iii)
   The abstract summarizes the entire project in c.150 words on a separate page immediately after the title page. It should be singled-spaced. Although it appears first, it is best written last. "Abstract" should appear centered in capital letters at the head of the page.

5. **Table of Contents**
   List the major sections and the page on which each begins, single spaced. You also can list subsections, indenting them five spaces.

6. **List of illustrations/charts** (if applicable)
   List the correct titles of the visuals used and the page on which each can be found.

7. **Thesis/project pages** (begin Arabic page numbering here, starting with page 1)
   Introduction, Chapters, Conclusion

   Works cited/Selected Bibliography -- Citation style (Turabian or MLA) is at the discretion of the primary reader. Students who use Turabian (Chicago Manual of Style) may use either footnotes or endnotes, again at the discretion of the primary reader. However if you use endnotes, put them at the very end of the thesis not at the end of each chapter.

8. **Appendices** (optional)

Formatting Guidelines:

- Title page has no numeric designation (page number). Use lowercase Roman numerals until thesis pages begin.
- Thesis pages are numbered with Arabic numbers consecutively (*after* the Table of Contents and/or List of Illustrations pages).
- The project/thesis should be typed, double-spaced on white 8.5" x 11" white high-quality paper (25% cotton/rag, 20 lb. bond paper.
- One inch margins at the top and bottom and on the right. The left margin should be 1.5 inches for binding,

- See binding guidelines in the Guidelines for Culminating Projects section.

[top margin: 1"; bottom margin: 1"]
[left margin: 1.5" for binding; right margin: 1"]

THE TITLE SHOULD BE DESCRIPTIVE, PRECISE, CENTERED, IN CAPS, AND DOUBLE SPACED IF OVER ONE LINE

A culminating project [or thesis] submitted to the faculty of Dominican University
in partial fulfillment of the requirements for the
Master of Arts in Humanities

by

Your Name
San Rafael, California
Month and Year

[top margin: 1"; bottom margin: 1"]
[left margin: 1.5" for binding; right margin: 1"]

© Copyright 20XX - by Your Name
All rights reserved

[top margin: 1"; bottom margin: 1"]
[left margin: 1.5" for binding; right margin: 1"]

Culminating Project [or thesis] Certification

PROJECT [OR THESIS]: TITLE IN CAPS

AUTHOR: Name

APPROVED:

_____
Name + degree (MA or PhD)
Academic Title (Assistant, Associate, or Professor of…)
Primary Reader

_____
Name + degree (MA or PhD)
Academic Title (Assistant, Associate, or Professor of…)
Secondary Reader

_____
Director, Graduate Humanities

Dominican University of California
Month and Year

Campus Offices

Students will find several campus offices to be very valuable resources during the course of their studies. Short descriptions of these offices can be found in the Student Handbook.

Additional phone numbers, email addresses, and necessary forms can be found on the Dominican web site. Check the Registrar's page under Academic Resources for forms and petitions.

Registrar's Office (Bertrand Hall) Tel # (415) 458-3730

Financial Aid Office (Bertrand Hall) Tel # (415) 257-1350

Business Services (Bertrand Hall) Tel # (415) 257-0161

Conlan Recreation Center Tel # (415) 482-3502

Graduate Humanities (Angelico Hall, Room 122) Tel # (415) 482-1821

Computer Labs (Library)
Offers students with a valid ID card use of computers, both Mac and PC, and various applications (Microsoft Office, Netscape, e-mail accounts, etc.). Assistants are available. Workshops are often offered free to Dominican students throughout the semester.

Bon Appetit (Caleruega) Dinner Served 5:00-7:30 p.m.
Dominican's dining hall offers breakfast, lunch, dinner, and weekend brunches.

Chilly's Cafe (Caleruega) Open 9:00 a.m. – 9:00 p.m.
Dominican's snack bar offers coffee, espresso drinks, cold drinks, sandwiches, salads, pastries and other snacks.

Bookstore (Fanjeaux) Tel # (415) 485-3213

Library Circulation Desk (Alemany Library) Tel # (415) 485-3251

IT Department (Alemany Library) Tel # (415) 257-0123
Issues student ID cards and sets up student e-mail accounts.

Graduate Humanities M.A. In Humanities Planning Committee (MAP) and Staff

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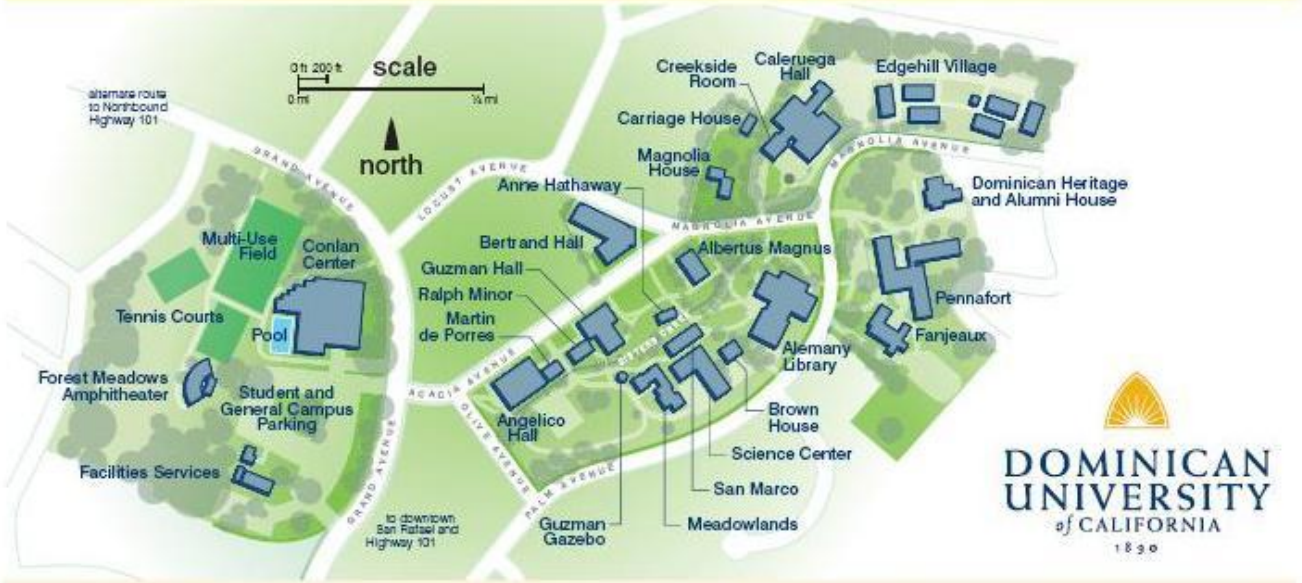
CAMPUS MAP AND DIRECTORY



Academic Affairs	Guzman Hall
Academic Support Services	Bertrand Hall
Admissions	Magnolia House
Alumni Relations	Guzman Hall
Annual Fund	Guzman Hall
Art Gallery	Alemany Library
School of Arts, Humanities and Social Sciences	Angelico Hall
ASDU (Associated Students of Dominican University of California)	Fanjeaux Hall
Athletics Offices	Conlan Center
Bon Appétit	Caleruega Hall
Bookstore	Fanjeaux Hall
School of Business and Leadership	Bertrand Hall
Business Services	Bertrand Hall
Campus Ministry	Pennafort Hall
Career Services	Bertrand Hall
Chapel	Pennafort Hall
Chief Academic Officer	Guzman Hall
Chily's Café	Caleruega Hall
Computer Labs	Alemany Library
Counseling Services	Bertrand Hall
Creekside Room	Caleruega Hall
Deliveries	Bertrand Hall
School of Education and Counseling Psychology	Bertrand Hall
ELS Language Centers	Pennafort Hall
Financial Aid	Bertrand Hall
Fitness Center	Conlan Center
Guzman Lecture Hall	Guzman Hall
Gymnasium	Conlan Center
School of Health and Natural Sciences	Guzman Hall
Health Center	Bertrand Hall
Housing Office (Residential Life)	Pennafort Hall
Human Resources	Carriage House
Information Technology	Alemany Library
Institutional Advancement	Guzman Hall
Mail Services	Bertrand Hall
Marketing	Guzman Hall
Nursing Labs	Martin de Porres and Ralph Minor
President	Guzman Hall
Public Relations	Guzman Hall
Purchasing	Bertrand Hall
Registrar	Bertrand Hall
Residence Halls	Edgehill Village, Fanjeaux, Meadowlands, and Pennafort
Security Desk	Bertrand Hall
Service-Learning	Fanjeaux Hall
Shield Room	Caleruega Hall
Student Life	Anne Hathaway
Suzuki School of Music	Angelico Hall
Swimming Pool	Conlan Center
Teaching and Learning Center	Bertrand Hall

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