Description

Students in Public History are required to complete a capstone project in place of the traditional master's thesis. The project is the culmination of the student's graduate career and should reflect a strong command of academic knowledge and professional training. Students should carefully select and plan a public history project that will not only demonstrate their level of achievement, but be a significant contribution to the field.

The project requires a minimum of **100** hours of work. Students may sign up for 1 (100 hours) or 2 (200 hours) credit hours for the project.

The project must be supervised by the public history director or an advisor with specific training and professional experience in the field.

Director's Approval
Prior to October 1 (for Capstones completed is Spring Semester)

All students must meet with the Director of Public History prior to *October 1* to discuss the potential Capstone Project and obtain approval. After this meeting, students will write a formal Project Prospectus.

Prospectus
Due no later than October 31

The student must write **a one to two page** (1-2) prospectus for the project in consultation with the project advisor/Director of Public History. Students must submit **BOTH** an *electronic* **AND** a *hardcopy* of the prospectus.

A prospectus for the public history project should follow the template shown below.

HST 7900
Capstone Prospectus
Public History
Department of History, Wright State University

Required Elements: (Please arrange the information under the following subtitles)

Student's Name

Project Title

Community Partner (if applicable): Give name and briefly describe the community partner with whom the capstone will be completed. (Ex. A student working with a local historical

society or museum. *This section **not** applicable if student is working independently with a WSU advisor*.)

Project Description/Narrative: Provide a description of the project. Description must include:
- Final product/goals and purpose of project (ie publication, exhibit, program, etc.)
- Contribution to community historical understanding
- Outline student responsibilities
- Describe publicity component of project (ie social media, sponsorship from other area organizations, blogs, press release, news articles, PSAs, etc.)
- How project will be evaluated and how to measure its success

Work Plan: Include a work plan with deadlines for specific parts of the project in a table or calendar format. See example on last page of guidelines.

Educational Benefit to Student: What skills do you hope to learn? Describe why you feel this particular capstone project will enhance your public history education and prepare you for the job market.

Supervisor(s): Name, titles, qualifications (education and experience), and contact information of supervisor(s).

Dates: Beginning and ending date of project.

Hours: How many hours per week you will be working or a tentative schedule.

At the end of the document, include the following signature lines:

_____   _____
Student   **Date**

_____   _____
Capstone Supervisor   **Date**

_____
Title

_____   _____
Director, Public History, Wright State University   **Date**

The project must be discussed and approved by the Director of Public History. The prospectus should be completed **no later than October 31.**

Project Report
Due no later than March 31

The student will complete **a ten to twelve page** (10-12) report detailing the work performed, experience gained, knowledge learned and the contributions the student made to public history by completing the project.

Students must also submit supporting documentation of project. Examples include but are not limited to:
- Publication
- Photographs
- Brochures
- Oral history/transcript
- Lesson plan
- News articles
- Blog posts
- Log of Hours

*Please note that **BOTH** an <u>electronic</u> **AND** <u>hardcopy</u> of the Project Report must be submitted to the Director of Public History no later than **March 31**.*

Recommended Public History Project:
- Write a Museum Self-Assessment
- Exhibit
- Digital Outreach project
- Lesson Plans for teachers on a historical topic
- Research leading to a publication (book, brochure, article, etc.)
- Event programming: special event created around a historical topic
- Grant proposal
- Oral History project
- *Archival or artifact preservation & cataloging
- *Archival Processing Project with resulting finding aid and exhibit of materials
- Historical editing
- National Register nomination
- Consultant for local historical organization: collections, exhibits, policies, training, etc.

Denotes need for expressed public engagement component. Project must expand and go beyond what was done in the Advanced Public History classes.

Examples of Public History Projects recently completed or presently underway:
- Restoration of Rockafield Cemetery, WSU campus
- Development of collections policy at the Dayton International Peace Museum
- Oral History project on Occupy Dayton
- Establishment of archives for Jewish Federation of Dayton
- National Register Nomination for private historic home
- Lesson plans on WWI using primary sources for classroom use
- Guest curator for temporary exhibit at Clark County Historical Society, "The White Wedding: Myth & Reality"
- Composition of self-assessment for small museum-case study completed at Greene County Historical Society

Evaluation/Grading

All components of the Capstone Project must be completed in its entirety *no later than March 31*.

The final project will be evaluated by the Director of Public History, WSU faculty advisor, and the community partner, if applicable. Director of Public History will visit the site, communicate with community partner, if applicable, and faculty advisor throughout the course of the project.

Capstone Project is graded using the letter grade system (A-F). The final report will be submitted to the History Department for review and addition to the student's permanent record.

Work Plan Example

Project Element Description, "The White Wedding: Myth & Reality"	Date to be Completed
Research and collecting images	**January 29-February 20, 2015**
Write text panels (Draft 1)	**February 20, 2015**
Design text panel layout, sans text	**February 26, 2015**
Initial floorplans (Drafts)	**March 2-March 27, 2015**
Last day to send Sponsorship letters	**March 23, 2015**
Final selection of artifacts & graphics	**March 23, 2015**
Pick up mannequins	**March 26, 2015**
Cleaning-Day 1	**March 27, 2015**
Invitation Design	**April 2, 2015**
Finalize invitation list	**April 2, 2015**
Last day to send invitations	**April 2, 2015**
Submit text panels and graphics for printing	**April 3, 2015**
Prep artifacts for display	**April 9, 2015**
Cleaning-Day 2	**April 10, 2015**
Write gallery guide and finalize acknowledgement panel	**April 16, 2015**
Installation	**April 17-April 30, 2015**

This table was adapted from a calendar format presented in the proposal for "The White Wedding: Myth & Reality" temporary exhibit.