

Master of Arts in Liberal Studies Special Project (UNIV 7997) Approval Form

Students hoping to enroll in UNIV 7997 are required to first submit a proposal and have their project approved in advance. To prepare your proposal, please use a separate sheet to answer the questions below. Then submit those answers along with this completed form to your faculty advisor and graduate coordinator for approval signatures. No student will be issued a permit to enroll in UNIV 7997 without first obtaining all required approval signatures on this form in the semester before intended enrollment. This form must be turned in by 1 July for the Fall semesters, 1 December for Spring semesters; and 1 May for Summer terms.

Student Name (Print): _____ Date: _____

Proposed Project Title: _____

Semester and Year of UNIV 7997 Enrollment: ☐ FALL ☐ SPRING ☐ SUMMER 20 _____

Proposal Questions

Please use a separate page to answer the questions below. As you prepare your answers, be sure to maintain the order and numbering in accordance with the corresponding questions. Be as thorough as possible in your responses.

1. Identify the topic of your Special Project, explain the purpose of the project, and explain why you chose that topic.
2. Explain how the topic of your Special Project is related to your coordinated study, including an explanation of how the project makes use of the knowledge you gained from your Coordinated Study.
3. Each Special Project must follow a plan of structured inquiry or research strategy — “a carefully prepared plan involving a sequence of steps designed to achieve a given goal.” Explain in detail the strategy you will follow in conducting and completing your Special Project.
4. All Special Projects must have a formally written research component. Please state what the written research component of your project will be (e.g., research paper, a social history of a piece of music or a composer, etc.), and provide a general outline that shows the basic framework that you expect your research component will follow.
5. The citations and bibliography of the Special Project must follow a standard style sheet, such as the Modern Language Association Handbook for Writers of Research Papers. Please identify the style sheet you will use. Consult carefully with your Faculty Advisor before making your selection.

6. Your Faculty Advisor is your expert consultant for your project. Please explain the plan that you and your Faculty Advisor have developed for working together. Include the dates when you will meet and drafts will be submitted and reviewed, including the date on which the final draft will be submitted to your advisor. The oral presentation of your Special Project must be completed in time to meet the Graduate School's deadline for submitting the results of Oral Comprehensive Examination. Please check the Graduate School website for that deadline and schedule your oral presentation accordingly.
7. Explain the evaluation criteria that you and your Faculty Advisor have agreed to use. Give the rationale for the criteria selected. Your Faculty Advisor and a MALS Graduate Counselor will evaluate your work on the Special Project. The Faculty Advisor assigns a grade reflecting the quality of the work.
8. Explain how your Special Project brings completion to the academic goals you sought when you entered the Master of Arts in Liberal Studies Program.

Approval Signatures

Student: _____ Date: _____

Faculty Advisor: _____ Date: _____

Graduate Coordinator: _____ Date: _____

Students should keep a signed copy of this form and their proposal for their own records and a second copy to give to their UNIV 7997 instructor.

DEADLINES	
If you plan to take UNIV 7997 in...	...then your deadline to submit this form with your proposal is...
Fall	July 1
Spring	December 1
Summer	May 1