New Course Request

Check Appropriate Boxes: Undergraduate credit □ Graduate credit □ Professional credit □

1. School/Division: College of Liberal Arts & Sciences, Academic Subject Code: LBST
2. Course Number: D601 (must be cleared with University Registrar)
3. Instructor: Keen
4. Recommended Title: Graduate Project Proposal Seminar
5. First time this course is to be offered (Semester/Year): Fall 05
6. Credit Hours: Fixed at 3 or Variable from to
7. Is this course to be graded S-F (only)? Yes X No
8. Is variable title approval being requested? Yes X No

10. Course description (not to exceed 50 words) for Bulletin publication: Prerequisites: Approval of Director.
A capstone seminar for the independent research/creative activity track in which students choose a topic, create a bibliography, write a formal proposal, and defend it before a faculty committee.

11. Lecture Contact Hours: Fixed at 3 hrs/wk or Variable from to
12. Non-Lecture Contact Hours: Fixed at or Variable from to
13. Estimated enrollment: 10 of which 100% percent are expected to be graduate students.
14. Frequency of scheduling: every semester Will this course be required for majors? Yes
15. Justification for new course: To give student instruction and direction to prepare final projects.
16. Are the necessary reading materials currently available in the appropriate library? Yes
17. Please append a complete outline of the proposed course, and indicate instructor (if known), textbooks, and other materials.
18. If this course overlaps with existing courses, please explain with which courses it overlaps and whether this overlap is necessary, desirable, or unimportant.
19. A copy of every new course proposal must be submitted to departments, schools, or divisions in which there may be overlap of the new course with existing courses or areas of strong concern, with instructions that they send comments directly to the originating Curriculum Committee. Please append a list of departments, schools, or divisions thus consulted.

Submitted by: M. K. Date 9/26/64

Department Chairman/Division Director

Approved by: J. M. Date 11/15/64

Dean

Chancellor/Vice-President

Dean of Graduate School (when required) Date

University Registrar Date

After School/Division approval, forward the last copy (without attachments) to the University Registrar for initial processing, and the remaining four copies and attachments to the Campus Chancellor or Vice-President.
Congratulations! You have successfully completed all of your coursework required for the Master of Liberal Studies' degree. You have only one more step, your MLS project. This will take a major independent scholarly and/or creative effort on your part. You may choose to do a traditional thesis, or some other project. The most important factor in the successful completion of this project, and your successful completion of the MLS Program, is a well-thought out project proposal.

Required Books:
The Craft of Research – Wayne C. Booth, Joseph M. Williams, and Gregory G. Colombo
A Guide to the Preparation of Theses and Dissertations – Indiana University Graduate School
A Manual for Writers of Term Papers, Theses, and Dissertations – Kate L. Turabian

Course Goals:

1. To inform you of the expectations and requirements for the completion of the MLS Project.
2. To assist you to choose a project topic, create a committee, and complete the initial research necessary for the writing of the proposal, i.e., literature search, annotated bibliography, determination of methodology.
3. To write rough and final drafts of the project proposal.
4. To successfully present and defend your project proposal to your committee.

Course Outline:

I. What is the MLS Project
   An overview of the project process. We will discuss requirements, options, and the various steps of the process.

II. Choosing a Topic
   We will discuss the interests and ideas of each student, with suggestions as how to refine the topic, problematic or creative effort.

III. Locating Resources: Literature search, archives, other.
   Students will identify relevant literature or other sources of information and material and provide an annotated bibliography of their findings.

IV. Collecting Data and/or Materials: Determining your methodology
We will discuss issues of methodology, including the ethics of research and human subjects review. Each student will identify and discuss the scholarly methodology or creative perspective they will employ in carrying out their project.

V. Rough Draft of the Proposal
We will discuss the requirements for the proposal and each student will write a rough-draft to be shared with the other members of the class for feedback.

VI. Presentation of the Proposal
Students will complete the final draft of their proposals and then do a practice presentation to the class in preparation for their proposal defense with their faculty committees.

VII. Defense of the Proposal
Students will schedule a defense of their proposal with their faculty committees. Upon successful completion of this stage and submission of the MLS Project Proposal form to the Director of MLS, they will be ready to go to work on their projects.