

**Master of Arts in Liberal Studies
Final Project Proposal Cover Sheet**

(Attach completed form to the front of proposal.)

Final Project Semester: _____

Student Name: _____

Faculty Supervisor: _____

Project Title: _____

Does this project involve research using human subjects? Yes ___ **No** ___

If "yes," include copy of certification that you have met the requirements of the Office of Research Support.

Student Information

Daytime Phone: _____ Evening Phone: _____

EMAIL Address: _____

Faculty Information

Daytime Phone: _____

EMAIL Address: _____

For Office Use

Date Submitted to MALS Office: _____

Approved: ___ Approved with Comments for Revision: ___ Returned for Resubmission: ___

LS 350 Permission Number: _____

**Master of Arts in Liberal Studies
Student Checklist for Final Project Proposal**

Student Name: _____

Project Title: _____

Faculty Supervisor: _____

_____ I have attended the Final Project Proposal Workshop (or have had an individual proposal consultation with the MALS Writing Consultant).

_____ I have consulted an appropriate Library Resource Specialist about appropriate areas of bibliography.

_____ I have developed this proposal in consultation with my faculty supervisor, who has completed and signed the attached Faculty Agreement to Supervise Final Project form. My supervisor and I have agreed to meet on the following schedule:

_____ I have met with my supervisor and the MALS Director (or another appropriate MALS staff member) to discuss the details of my project and proposal. (Proposal Meeting)

Upon approval of my project by the MALS Advisory Committee, I will register for LS 350, Final Project, during the _____ term.

Signature: _____

Date: _____

**Master of Arts in Liberal Studies
Faculty Agreement to Supervise Final Project**

Student name: _____

Project Title: _____

Supervisor: _____

The MALS final project is the culminating educational experience of the Liberal Studies program. Since the MALS degree is not a stepping-stone to a Ph.D., the project's purpose is *not* to demonstrate that the student can contribute specialized knowledge to a particular field of study. Instead, the project provides an opportunity for students to integrate the knowledge and skills that they have gained through the program to produce independent work of the student's own design.

The project usually involves a sustained piece of writing on a topic of mutual interest to the student and faculty supervisor, but it may also involve a practical, creative, or research-based component. We hope that students' projects will integrate material or perspectives from a number of disciplines, and we encourage students to be creative and innovative in their approach. Some students will use the project semester to expand and further develop a paper written for a previous course; others will develop an idea that places their professional interests within the broader academic context of their MALS studies; still others will undertake a creative project. In all cases, however, we expect that the project will include a written, analytical component.

During the project semester, you should plan to meet regularly with the student. We recommend meeting about every two weeks.

The student's proposal will be reviewed by the Liberal Studies Faculty Advisory Committee. After that meeting, MALS director, Donna Zapf, will be in touch to pass along the comments, suggestions, and concerns of this committee. Sometimes we will ask that the student revise and resubmit the proposal.

After the student's proposal has been approved you will receive a contract letter. In the meantime, please feel free to contact the director at (684-3222) or e-mail her at dzapf@duke.edu if you have questions.

By signing this form, you agree to the following:

___ I agree to supervise the final project of the above MALS student.

___ I have read and approved the student's Final Project proposal.

___ I have arranged a regular schedule of meetings with the student. Our next meeting is scheduled for

(Date)

Supervisor Signature: _____ Date: _____