

MASTER OF ARTS IN LIBERAL STUDIES

FINAL PROJECT SEMESTER GUIDELINES

1. In order to graduate, you must notify the Graduate School by submitting your Apply to Graduate form by the following deadlines:
 - a. January 25 for May degree
 - b. July 1 for September degree
 - c. November 1 for December degree

This can be done online at

http://www.gradschool.duke/policies_and_forms/intent_to_receive_degree.html which takes you to ACES → Academics → Apply to Graduate
See attached instructions.

2. You must complete a MALS *exit interview*, on or before dates designated by the program at the beginning of each semester. The exit interview is a conversation among you, your faculty supervisor, and the MALS director, that will give you the opportunity to reflect on your final project and your process within the MALS program.
 - a. Each semester, the MALS office will determine deadlines for the exit interview and for scheduling the exit interview.
 - b. When scheduling the exit interview, it is your responsibility to ensure the availability of your faculty supervisor.
3. In order to proceed with the exit interview, your supervisor must indicate that your final project is complete. This can be done via email to the director, at which time the MALS office will confirm the date of your exit interview,
4. **At least ten days before the interview**, submit your final project draft to the MALS office. This draft should be finished, except for minor editorial changes that your supervisor or the director may suggest. **Your exit interview cannot proceed unless this deadline is met.**
5. Make final corrections and prepare three bound copies of the project, for the MALS office, for your supervisor, and for yourself.
 - a. Prepare the cover page as shown on the attached example.
 - b. If possible, bring three clean copies of the cover page to the exit interview, as each must be signed by your faculty supervisor. These should then be used as the cover pages for each copy of your completed final project.
 - c. Submit bound, signed copies of the project to the MALS office and your supervisor by:
 1. June 15 for spring final project
 2. September 15 for summer final project
 3. January 15 for fall final project.

Spiral or perfect binding is available at local copy shops. For examples, see projects in the MALS office.

[Sample Final Project Cover Page]

WOMEN IN WESTERN POLITICAL THOUGHT

by

Alice J. Smith

Master of Arts in Liberal Studies

Date: _____

Approved: _____
Jerry Jones, Supervisor

A project submitted in partial fulfillment
of the requirements for the degree of
Master of Arts
in the Liberal Studies Program
in the Graduate School of
Duke University

2008

APPLY TO GRADUATE

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which takes you to ACES → Academics → Apply to Graduate.

You do not need to list your final project title. In the box that says “*If you are pursuing a non-thesis master’s program, please describe other academic exercise to be completed in lieu of master’s thesis,*” write in “MALS Final Project.”

Under “*Examining Committee Members,*” list your final project supervisor and the MALS director as members of your committee.

Note: This form must be filed for a specific graduation date and cannot be carried forward to the next graduation date. If you have filed the form in a previous semester, you must do so again in order to graduate in a subsequent semester.

ORGANIZING THE FINAL PROJECT SEMESTER

The following suggestions are intended to help you set goals and pace your work in order to complete the project within the semester.

1. Begin work on your project any time after MALS advisory committee approval. Set up a meeting with your faculty supervisor. We strongly suggest that you plan to meet with your supervisor at least every two weeks to discuss your research, reading, and ideas.
2. In consultation with your supervisor, set up a schedule of tasks to be completed through the semester.
3. Schedule individual conferences with the MALS writing consultant, as needed.
4. Attend the MALS Pro-seminar sessions led by Donna Zapf and Kent Wicker. **Attendance at these sessions is required** for any semester in which you are working on your Project.
5. A suggested work schedule:

- Estimate a date by which you can reasonably complete a final draft of your project. Schedule your exit interview ten days or more after this date.
- Working back from your estimated completion date, make a realistic schedule for research and completing drafts or chapters.
- The following is a sample schedule:

Week 3-4:

Begin writing. Submit sections of your written work to your supervisor for feedback.

Week 8-9:

Submit a first draft of the entire project to your supervisor. You should have time over the next month to develop and refine the project with your supervisor.

Week 12-13:

Submit the final draft of your project to your supervisor. The project should, at this stage, need only minor corrections. When your supervisor has approved the project and notified the MALS director, your exit interview can proceed. Submit the completed draft to the MALS office at least ten days before your exit interview.