PROJECT
MLA in Liberal Studies

The Project (6 credit hours) is required for completion of the MLA in Liberal Studies degree. Students will complete an alternative project (in lieu of providing a thesis), under the direction of two (2) faculty members (one of whom will be the Project Director). Projects are applied in nature and geared toward a lay or trade audience. Projects may include the following:

- a substantive website;
- curriculum, or program design;
- a substantive professional e-portfolio;
- a substantive article for a trade publication;
- a creative/artistic work or exhibition.

The project type and its topic must be approved by the project committee and the MLA Program Director.

The project will proceed in the following manner:

1. The student will begin the process no later than eight (8) weeks or two (2) months prior to the semester in which the Project is to begin. The student will put together a project committee upon earning 16-19 credit hours toward the MLA degree. After consulting with the Director of the MLA in Liberal Studies, the student will contact previous faculty members (from USFSP graduate courses taken toward the MLA degree) and request that they serve on this committee. (It is permissible to have outside readers on this committee as members, but the director must be USFSP faculty.) Two committee/faculty members are required for the project, one of whom will be the Project Director. They should represent different areas of the student’s research or related work to the project. Once all have agreed, the student will send an email to the MLA program director indicating the names of committee members, identifying the project director. This email must contain only this information and be given the subject heading, “Project Committee for ________ (student’s name).” Student will work with MLA Program Director to have project (Directed Study) section in appropriate subject area under Project Director’s name added to OASIS, if it is not already listed. Please note that all of this preliminary work should be taken care of the semester before the student begins work on the project.
2. The student will work with the Project Director and MLA Program Director to develop a topic and begin a project proposal. The student will work with the Project Director to plan a schedule and deadlines for work on the project. Student will submit completed proposal to the Project Director within the first few weeks of work. Typically, the proposal includes an overview or summary, an outline, and a working bibliography. The exact format of the proposal will be determined by the Project Director. Once the proposal is accepted, the student will submit the Project Proposal Form (attached) for signatures.

**STEPS (Outlined from above):**

1. **Compile** Exam Committee upon completion of 16-19 credit hours toward the MLA degree.
   
a. **Consult** with Program Director of MLA in Liberal Studies
b. **Contact** previous faculty members (from USFSP graduate courses taken toward the MLA degree) and request that they serve on this committee, one of whom will be the student’s Project Director. **TWO (2) are required.**
c. **Email** to the MLA program director indicating identifying: 1) the Project Director; and 2) the name(s) of committee member(s) (once they have agreed to serve on the student’s project committee). This email must contain only this information and be given the subject heading, “Project Committee for ________ (student’s name).”
d. **Work** with MLA Program Director to have project (Directed Study) section in appropriate subject area under Project Director’s name added to OASIS, if it is not already listed.

2. **Develop** a topic and begin a project proposal (along with the aid of the MLA Program Director and Project Director).

3. **Plan** a schedule and deadlines for work on the project.

4. **Submit** completed proposal to the Thesis Director. Once it’s approved, submit Thesis Proposal Form (attached) for signatures.

5. **Complete** project throughout scheduled semester while maintaining regular verbal and/or written contact with MLA Program Director and Project Director to verify progress.

6. **Schedule a date** for the project presentation with the MLA Program Director.

7. **Submit** completed Final Project Submission Form (attached) for signatures at time of project
presentation.
MLA in Liberal Studies

Project Proposal Form

Date ____________________ USF NetID/U# __________________ / U-_________________

Student’s Name ________________________________________________________________

Title of Project ________________________________________________________________

____________________________________________________________________________

I have read and approve of this student’s proposed project to be used in partial satisfaction of
the requirements for the Master of Liberal Arts degree. This form must be signed by 1) the
MLA Program Director; and 2) the Project Faculty Advisor and 3) one additional faculty
committee member.

Program Director ____________________________________________________________

Print ____________________ Signature ____________________ Date

Project Advisor ______________________________________________________________

Print ____________________ Signature ____________________ Date

Faculty Committee
member _________________________________________________________________

Print ____________________ Signature ____________________ Date
MLA in Liberal Studies

Final Project Submission Form

Date ____________________ USF NetID/U# ____________________ / U-______________

Student’s Name ____________________________________________________________

Title of Project _____________________________________________________________

__________________________________________________________________________

I have read and approve of this student’s final project to be used in partial satisfaction of the requirements for the Master of Liberal Arts degree. This form must be signed by 1) the MLA Program Director; and 2) the Project Faculty Advisor and 3) one additional faculty committee member.

Program Director ____________________________________________________________

Print ______ Signature ______ Date ______

Project Advisor _____________________________________________________________

Print ______ Signature ______ Date ______

Faculty Committee member ____________________________________________________

Print ______ Signature ______ Date ______