THESIS
MLA in Liberal Studies

The Thesis (6 credit hours) is required for completion of the MLA in Liberal Studies degree. Students will complete a 50-80 page thesis (scholarly research for an academic audience) on a topic approved by a thesis committee of three (3) faculty members (one of whom will be the student’s Thesis Director) and the MLA Program Director. During the course of their thesis work, students must be enrolled in at least six (6) credit hours. Students will defend the thesis orally before this committee.

The thesis 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 Thesis is to begin. The student will put together a thesis 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.) Three (3) are required for the thesis. They should represent different areas of the students’ research or related work to the thesis. Once all have agreed, the student will send an email to the MLA program director indicating the names of committee members, identifying the Thesis Director. This email must contain only this information and be given the subject heading, “Thesis Committee for _______ (student’s name).” Student will work with MLA Program Director to have Thesis section in appropriate subject area under Thesis 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 thesis.

2. The student will work with the Thesis Director and MLA Program Director to develop a topic and begin a thesis proposal. The student will work with the Thesis Director to plan a schedule and deadlines for work on the thesis. Student will submit completed proposal to the Thesis 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 Thesis Director. Once the proposal is accepted, the student will submit the Thesis Proposal Form (attached) for signatures.
3. The student will follow the USFSP Office of Graduate Studies guidelines on thesis submission. [http://www.usfsp.edu/spgrad/thesis-submission.htm](http://www.usfsp.edu/spgrad/thesis-submission.htm)

4. Near the end the process, the student will contact the MLA Program Director to schedule a date for the defense.

**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 Thesis Director. **THREE (3) are required.**
   
   c. **Email** to the MLA program director indicating identifying: 1) the Thesis Director; and 2) the names of committee members (once they have agreed to serve on the student’s thesis committee). This email must contain **only** this information and be given the **subject heading**, “Thesis Committee for ________ (student’s name).”
   
   d. **Work** with MLA Program Director to have Thesis section in appropriate subject area under Thesis Director’s name added to OASIS, if it is not already listed.

2. **Develop** a topic and begin a thesis proposal (along with the aid of the Program Director and Thesis Director).

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

4. **Contact** the USFSP Office of Graduate Studies and review guidelines on thesis submission. [http://www.usfsp.edu/spgrad/thesis-submission.htm](http://www.usfsp.edu/spgrad/thesis-submission.htm)

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

6. **Complete** thesis throughout scheduled semester while maintaining regular verbal and/or written contact with MLA Program Director and Thesis Director to verify progress.

7. **Schedule a date** for thesis defense with the MLA Program Director.
MLA in Liberal Studies

Thesis Proposal Form

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

Student’s Name _______________________________________________________________

Title of Thesis ________________________________________________________________

____________________________________________________________________________

I have read and approve of this student’s thesis proposal 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 Thesis Director and 3) two additional faculty committee
members.

Program Director ______________________________________________________________

Print ____________________ Signature ____________________ Date ____________

Thesis Director ________________________________________________________________

Print ____________________ Signature ____________________ Date ____________

Faculty Committee member ______________________________________________________

Print ____________________ Signature ____________________ Date ____________

Faculty Committee member ______________________________________________________

Print ____________________ Signature ____________________ Date ____________