

Master of Arts in Liberal Studies Thesis Procedures

(The dates outlined below are *guidelines* to keep students on track with writing the thesis. These guidelines are important to follow if the student wishes to have a May graduation date and participate in commencement. Summer and December graduates participate in the following May's commencement ceremony.)

I. August

- A. Fall Semester - Please register for LIST 596 Master's Thesis Project I

II. September

- A. Students must resubmit the proposal, along with the name of the proposed Thesis Director to the MLS Program Coordinator by **mid September**. The purpose and rationale of the thesis should be explained. The resources students will use should be listed so that you can demonstrate the feasibility of doing this particular thesis. Resources would include, among other things, a partial bibliography. Submit these proposals to the MLS Program Coordinator who will then distribute them to committee for review.
- B. The Thesis Review Committee will meet on or before by the end September, to discuss thesis proposals, at which time they will be approved, disapproved or request further explanation to ascertain the viability of the proposal. A letter will follow with their decision and comments in October.

III. After Thesis Proposal Approval

- A. It is important to meet with your Thesis Director on a regular basis in order to complete your project in a timely manner. It is the responsibility of the student to initially contact the Thesis Director. The first meeting/phone call/email with your director should be to discuss the approval letter and the suggestions made by the Thesis review committee. The MLS Program Coordinator will send the approved Thesis Director copies of the proposal, thesis rubric, thesis guidelines and procedures no later than September. The Thesis Director and the student will choose the thesis readers, with approval by the Thesis Director. Thesis readers must hold a Master's Degree, one reader must be or have been faculty or staff at SNC. The Thesis Director or student must email the MLS Program Coordinator with the names and email addresses of the chosen thesis readers. The MLS Program Coordinator will contact the readers, supplying them with the thesis proposal, guidelines, rubric and procedures. The MLS program provides a stipend to the Thesis Director and readers after completion of the thesis.

IV. December

- A. The first draft should be to the Thesis Director no later than December 31st. Drafts should not have grammatical and spelling errors. Drafts also include a title page, abstract, working bibliography and any appendices.

V. January

- A. Spring semester – Please register for LIST 597 Master's Thesis Project II.

VI. February

- A. After Director approval, submit (email) thesis to readers, copy the MLS Program Coordinator. If a reader wishes to have a hard copy, the MLS Program Coordinator can supply a copy to the reader. Readers should not be in direct contact with the student but express any concerns with the Thesis Director. The Director will then relay information to the student. Rationale: to keep the Director informed, but also to lessen the chance of confusion for the student.
- B. At the time of the submitting the thesis to the readers, the student should include possible dates and times for the thesis discussion in the email. Please give the readers ample time to critically read the thesis.

VII. March

- A. Early March application for graduation is due if you will be participating in the Commencement ceremony. Only students who have had their thesis discussion by April 1 will be allowed to participate in the commencement ceremony.

VIII. Discussion

- A. The student needs to initiate the scheduling of the discussion by contacting the Director and readers to find a common date. The MLS Program Coordinator will reserve a room on campus for the discussion.
- B. A hard copy of the thesis title page should be brought to the discussion. The director and readers will either, 1) approve the thesis as is, 2) approve with minor changes, 3) approve with significant revisions needed, or 4) fail the thesis. In the case of revisions, if the readers are comfortable signing the title page without seeing the revisions, they should do so. The Thesis Director should not sign the title page until all revisions are seen and approved. If the readers are comfortable signing the title page at the discussion, the Thesis Director should take the title page after the discussion, otherwise the student should take the title page and obtain signatures after approval. After the changes are made to the thesis, the thesis should be emailed to the Thesis Director (and readers if they wish to see them.) With the Thesis Director's final approval, the Director should sign the title page and turn it in to the MLS Program Coordinator along with an electronic copy of the final approved thesis.
- C. The MLS Program Coordinator will scan the signed title page and email it to the student for your records.
- D. The final approved thesis will be submitted to the library for electronic archiving. No hard copies for binding are required. Students may bind their own copy of their choice.

IX. Additional information

- A. The Thesis Director must be a tenure track faculty member (or emeriti faculty) at St. Norbert College. The two readers but must have their Master Degree, one being associated with the college. Readers must also be approved by the Thesis Director.
- B. Please see the Thesis Guidelines for thesis formatting instructions.
- C. Completion of the Thesis is typically completed at the end of the spring semester during enrollment of LIST 597. If students need additional time to complete the thesis project students will be required to register for LIST 600 each semester thereafter. This is a -0- credit course. However, there is a \$100 fee for each semester. Student are required to register for LIST 596, 597, and/or 600 consecutively after completion of LIST 588 Capstone course. Students will not be allowed to register for LIST 000 Inactive Status for Semester during the thesis process.
- D. Reminder, students must complete the MLS degree within 8 summers of starting classes.