

SMU MASTER OF LIBERAL STUDIES CAPSTONE/THESIS REQUIREMENTS

All students who were admitted to the MLS program in fall of 2009 or after are required to complete a capstone project or a thesis in order to fulfill the requirements for graduation with a Master of Liberal Studies degree.

A capstone or thesis experience is designed to provide students with a meaningful way to conclude their graduate degree with scholarly research and a written or creative contribution.

PLEASE NOTE THE FOLLOWING PARAMETERS:

1. The capstone or thesis experience will be conducted by a student and directed by a faculty member.
2. The capstone or thesis should be completed as the last course(s) of a student's program for this degree.
3. MLS students earning a concentration must pursue a capstone project or thesis related to the curricular field area of the concentration.
4. Once a student receives notification by the Administrative Director of Faculty Chair approval of their proposed topic and directing faculty member, they will co-design the proposal and submit their topic and/or project using the form attached to the MLS Administrative Director for Faculty Chair approval.
5. Available options for capstone proposal submission may be found below.
6. Once the capstone proposal has been approved, an individual capstone course will be created especially for the student by the MLS Administrative Director.
 - a. Both the capstone student and directing faculty member will receive confirmation of the proposals approval or revisions required via email.
 - b. The course title and class number will be sent via email to both student and faculty member once approved.
 - c. Student is expected to register himself or herself via my.smu.edu before the start of the semester in which they plan to do the capstone/thesis work.

CAPSTONE/THESIS OPTIONS:

MLS Students have a choice between the following capstone options to satisfactorily complete their degree program and to prepare for further graduate work:

1. **The Thesis** –(minimum 6 credit hours – two consecutive semesters or more) a two-course option which comprises a substantial, original contribution. A faculty member advises a student as he/she finds a problem or unsolved question and aids in the writing of a 75-100+ formal, analytical research paper. The thesis generally reflects the student's area of concentration and interest throughout the graduate program. Thesis papers will follow the traditional university requirements for submission, presentation and defense. Once the thesis is completed, the student is

REQUIRED to present his/her thesis at the CAPSTONE FORUM (see presentation suggestions at the end of this document) at the end of that semester.

OR

2. The Capstone Project – 4 Options:

- a. **Portfolio Project** – (3 credits – delivered as an independent study) From the first course forward, the student is encouraged to keep copies of his/her best work throughout the program (from each course taken). Portfolio submissions as a final project might include an analysis of a student's own work as it related to their own question upon entering the program. Selections from written papers, oral presentations, research studies, course projects completed during the program, might be revealed in a 30-40 page reflective essay that also includes some new/additional research and analysis. This project allows the student to organize and integrate their journey through the MLS program starting from their admission essay through their final reflection and exploring themes and topics that were particularly engaging. Some portfolios may include:

- i. Descriptions of projects completed solo or in group presentations
- ii. Formal or informal writing from journals to exams
- iii. Creative writing (poetry, fiction, memoirs)
- iv. Electronic media (videotapes, audiotapes, web pages/sites)
- v. Visual artifacts that represent involvement in a course goal – photos, scrapbooks, paintings, pottery, tapestries, sculpture, etc.

Once the portfolio project is completed, the student is REQUIRED to present his/her project at the CAPSTONE FORUM (see presentation suggestions at the end of this document) at the end of that semester.

- b. **The Graduate Project** – (3 credits– delivered as an independent study) The Graduate Project allows the student the opportunity to conclude the program by writing in an area of special interest, independent of course structure, with the guidance of a faculty member. These are student-designed projects that incorporate concepts and knowledge gained throughout the program. A written paper (30-40 pages) may include tapes, slides, and other materials. Final projects are generally submitted in the form of a research paper. Once the graduate project is completed, the student is REQUIRED to present his/her project at the CAPSTONE FORUM (see presentation suggestions at the end of this document) at the end of that semester.
- c. **The Creative Project** – (3 credits– delivered as an independent study) Students may write a series of short stories, poems, memoir or craft a piece of visual art, theatre, music, etc. These projects are supplemented by a research paper (30-40 pages) that surveys some important literature in their fields of interest and explains how their pieces compare with that literature. Once the creative project is completed, the student is REQUIRED to

present his/her project at the CAPSTONE FORUM (see presentation suggestions at the end of this document) at the end of that semester.

- d. **Internship or Service Experience** –(3 credits– delivered as an independent study) Provides students with hands-on experience in an area of interest as well as a service component. Students are expected to perform 30 hours (minimum) of service or internship along with the submission of a 30-40 page analysis of the experience. This provides students the opportunity to conduct research in the field and report on findings. Once the graduate project is completed, the student is **REQUIRED** to present his/her project at the CAPSTONE FORUM (see presentation suggestions at the end of this document) at the end of that semester.

Prospective graduates are **REQUIRED** to participate in the Capstone Forum as part of their evaluation/grade for the capstone or thesis prior to graduation in May, August or December. Forum requirements will be issued to students in the month preceding the event.



**SMU MASTER OF LIBERAL STUDIES
INDEPENDENT CAPSTONE PROPOSAL**

Please complete the following form, secure the appropriate signatures and return to the MLS office for review.

Student Name: _____

Date of Proposal Submission: _____

SMU Student ID Number: _____

Email Address: _____

Student's Cell Phone #: _____

Directing Professor: _____

Capstone Option: *(please circle one)*

THESIS –

Please follow guidelines in MLS student handbook to submit thesis proposals.

PORTFOLIO PROJECT

GRADUATE PROJECT

CREATIVE PROJECT

INTERNSHIP/SERVICE

Topic or Title of Capstone: _____

Number of Credit Hours Expected: _____

Semester of Study: _____

Date to be Completed: _____

Project Description: (Please describe the nature of the project and topics covered in detail as well as the page length of the writing contribution expected)

EXPECTED FINAL PAGE LENGTH: _____

Reading List:

Evaluation Methods: (Sample guides and rubrics are available from the MLS Director)

Meeting Schedule: (Instructors and Students should plan to meet on a regular basis. Please describe the meeting structure below for the entire length of the term)

Grading Rubric: (Please describe in detail the grading rubric to be used to evaluate the project and student achievement, i.e. what level of work constitutes a grade of “A”, “B”, etc.)

Written Assignment Guidelines: (Please describe in detail the guidelines that will be used to assess the student's written work, for example: depth of thought and analysis, synthesis and congruency, thoroughness, personalization and clarity of writing and mechanics)

Capstone Forum Presentation Guidelines: (Please describe in detail the guidelines that will be used to assess the student's presentation (both orally and visually) and participation in the Capstone Forum)

Student's Signature: _____ **Date** _____

Directing Professor's Signature: _____ **Date** _____

Approvals:

Administrative Director: _____ **Date** _____

Faculty Co-Chair: _____ **Date** _____

Faculty Co-Chair: _____ **Date** _____

Revisions Required: