

UNIV 7997 Special Project Syllabus

Introduction

The Master of Liberal Studies (MALS) program requires every student to complete a Special Project as the culminating experience in earning the degree. Please carefully read each section of this syllabus and follow its guidelines.

Purpose of the Special Project

The Special Project is the capstone course for the Master of Liberal Studies Degree, serving as the integrative culmination of your program of study. The Special Project should be a substantial piece of independent research or a significant professional project that is logically consistent with the content of your program of study. Your work should demonstrate familiarity with and understanding of a body of professional literature related to a specific topic. The Project should grow out of your program of study and should demonstrate your ability to incorporate the knowledge from the MALS courses you have taken. As your culminating experience, the Special Project should demonstrate your use of the knowledge gained in the program.

Conduct Research and Complete the Project Paper

Once the semester begins you will have approximately three full months to complete your research and write the project paper reporting your literature review, findings and conclusions. Several weeks into the semester you will submit a detailed outline of your project paper with a list of bibliographical resources you are using. Two months into the semester you will submit a first draft of your special project paper. Your project instructor will give you feedback. You must incorporate the instructor's recommendations into the final copy of your special project paper. Because of the range of approaches possible for Projects in the Master of Liberal Studies, defining minimal standards for project papers is difficult. However, if you are following a traditional approach to a Special Project, a report of original research or policy study, the paper documenting your research including the literature review should be at least 7,500 words, not including references.

Oral Comprehensive Exam (Formal Presentation/Defense of Project)

Approximately one month prior to the last day of classes in the semester of your Special Project course, you should contact Special Project Instructor for dates available to schedule your presentation. Presentations of the project can be done in person or via video conference.

The Evaluation Committee for the Special Project presentation consists of the student's Special Project Instructor as well as other members assigned by the MALS Program Director. In the presentation of the project, the student will be asked to: (1) present a summary of the project, (2) explain the way the project was organized and carried out, and (3) explain the relationship between the Special Project and the content of the MALS program. Then the members of the examination committee will ask the student their questions about the Special Project.

Final Corrected, Electronic Copy of Special Project

After the presentation/defense of your project, you will make any final corrections noted by your Special Project Instructor and submit an electronic copy of your project. Your project must include a cover page, abstract, table of contents and reference list. Please contact your instructor if you have questions.

Course Modules:

1. Special Project Proposal
2. Detailed Outline
3. First Draft
4. Oral Comprehensive Exam
5. Final Copy of Special Project

Assignments:

5 Assignments (each worth 20 points) – **100 total possible points**

Grading Scale:

GRADE	POINTS
A	93-100
A-	90-92
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D+	67-69
D	60-66
F	59 or below

Email

- Always include a subject line.
- Use standard fonts.
- Do not send large attachments without permission.
- Respect the privacy of other class members.

Plagiarism

Plagiarism is a serious academic offense. The University of Memphis regards plagiarism as academic dishonesty. Consequences of plagiarism include failing an assignment, receiving a lower course grade, and even failing a course. According to the University of Memphis Code of Student Conduct "the term 'plagiarism' includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full or clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials."

You are committing plagiarism if you:

- Submit someone else's work as your own.
- Buy a paper from a papermill, website or other source.
- Copy sentences, phrases, paragraphs, or ideas from someone else's work, published or unpublished, without giving the original author credit.
- Replace select words from a passage without giving the original author credit.
- Copy any type of multimedia (graphics, audio, video, Internet streams), computer programs, music compositions, graphs, or charts from someone else's work without giving the original author credit.
- Piece together phrases, ideas, and sentences from a variety of sources to write an essay.
- Build on someone else's idea or phrase to write your paper without giving the original author credit.
- Submit your own paper in more than one course without permission.

Students with Disabilities

Qualified students with disabilities will be provided reasonable and necessary academic accommodations if determined eligible by the office of Disability Resources for Students. Prior to granting disability accommodations in this course, the instructor must receive written verification of a student's eligibility for specific accommodations. It is the student's responsibility to initiate contact with the office of Disability Resources for Students and to follow the established procedures to get registered with their department. The office of Disability Resources for Students is located at 110 Wilder Tower; 678-2880; www.memphis.edu/drs.

Dealing with Harassment

The University of Memphis believes it is important to respond to insensitive and inappropriate behavior in a spirit of collegiality, mutual respect, and professionalism. If you believe that you have been the target of discrimination by another student, faculty member, or staff member, due to age, disability, ethnicity, gender, race, religious beliefs, sexual orientation, or cultural group membership, you can choose to pursue one or more of the following avenues:

1. The most direct approach, if you feel comfortable doing so, is to speak directly to the person whose behavior you consider to be inappropriate.
2. You may speak to the instructor, the Department Chair (678-2716), or the University's Affirmative Action Officer (678-2713).
3. You may contact the Assistant Dean of Students (678-2298), in the Office of Student Judicial Affairs.

It is important that you speak immediately to someone, with whom you feel comfortable, in order that your concerns can be handled promptly and fairly. In all complaints of discrimination, including sexual harassment, the Office of Affirmative Action will be notified.

UM Help Desk | helpdesk.memphis.edu or 901.678.8888