GUIDELINES FOR THE MTS INDEPENDENT STUDY PROJECT (MTS 401)

1. The MTS independent study project is described in the catalog as follows:

   Candidates for the MTS degree who are not doing the Practicum are required to undertake an independent study in the second year. The project should be related to the student's primary area of interest or vocational goal. Such a project will normally take the form of a major paper, but it may also take other forms, such as media presentations or annotated works of art or literature. The precise nature of the independent study project will be worked out in consultation with the student's project advisor, who is to be chosen by the end of the first year of study. It will normally be done in the spring semester of the second year for three hours of credit, but, for longer or more involved projects, may be done in both semesters of the second year for six hours of credit.

2. MTS students will normally register for MTS 401, a three-hour course, in the spring semester of the second year. It is also possible, however, to register for MTS 401 for both the fall and spring semesters, making it a six-hour rather than a three-hour project. In such cases no grade will be given until the end of the spring semester, at which time it will be recorded for both semesters.

3. The project will normally be a major paper, though it may take other forms, as indicated above. The length of the paper will vary according to the topic and the nature of the project, but a "major paper" is usually considered to be one of at least 50 pages. The expectation would be greater in the case of a six-hour project.

4. MTS students are encouraged to choose their general topics and project advisors by the time of pre-registration in the spring preceding the year in which the project is to be done. The earlier this is done the greater the likelihood of securing the desired project advisor.

5. The project advisor chosen should normally be from the department most clearly related to the topic of the paper. The advisor should approve the general topic, the outline and approach of the paper, and schedule periodic meetings through the duration of the course to discuss and evaluate the progress of the study. A second reader, normally a member of the faculty, should also be obtained by the student with the approval of the advisor, to read the completed paper, to submit a written evaluation to the project advisor and to suggest a grade. In special circumstances an external second reader may be obtained, with approval of the advisor and the Associate Dean for Academic Affairs.

6. The completed paper must be available to be read and evaluated by both readers no later than April 15. This will allow time for possible revisions and retyping before the deadline for work required for graduation. The evaluation will take into account form as well as content. Clear English prose, correct grammar, and correct spelling are required.

7. The student must develop a bibliography to support the final paper. This bibliography should show acquaintance with primary and secondary source materials related to the topic, and with relevant periodic literature as well.

8. The form and style of the finished paper should conform to that set forth in one of the following three style manuals: (a) *The MLA Handbook for Writers of Research Papers* by Joseph
Gibaldi and Walter S. Achtert, printed in 1984 by the Modern Language Association; (b) *Form and Style: Theses, Reports, Term Papers* by William G. Campbell and Stephen V. Ballou, (Boston: Houghton Mifflin, 4th ed., 1974); or (c) *A Manual for Writers of Term Papers, Theses, and Dissertations* by Kate L. Turabian. The paper should have internal consistency in its style.

9. Two typed and proofread copies of the final paper must be submitted by the student for the final approval of the project advisor no later than May 1. A letter grade will be assigned to the paper by the project advisor, which will be the grade for the course. The student is responsible for getting the two final copies prepared in proper form and submitted to the advisor. Each copy should have a standard signature page (see attachment) and be signed by both readers.

10. The student is responsible for submitting one signed copy of the paper to the Library by May 12. The second copy is for the student to keep. For further information on the collection and binding of theses, see the attached notice from the Bishop Payne Library.

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