

**Important Information for all New Students
in the
Master of Social Science and Master of Humanities Programs**

Please Read Very Carefully.
You are responsible for adhering to the requirements of your degree program.

Required Courses

Master of Social Science:

There are **3** required courses:

- S SC 5020-3** Elements of Social Thought (Fall)
Must be taken during your *first year* in the program.
- S SC 5013-3** Philosophical Problems in the Social Sciences and Humanities (Spring)
Must be taken during your *first year* in the program.
- S SC 5023-3** Research Perspectives (Spring)
Guides you through the proposal process and prepares you for writing a thesis or project. Take this course after you have completed 27-30 credit hours.

Master of Humanities:

There are **2** required courses:

- HUM 5025-3** Methods and Texts of the Humanities (Fall)
Must be taken during your *first year* in the program. Students entering the program in the Spring or Summer semesters must take a course during their first semester that is explicitly recommended by the Program Director or Assistant Director, and register for Methods and Texts the first Fall semester following acceptance to the program.

Mid-Program Seminar:

A number of courses may qualify. Appropriate courses are included on the *List of Recommended Courses* each semester. These are interdisciplinary seminars that center on a topic or theme. You should take a Mid-Program Seminar after you have completed Methods & Texts, but not necessarily immediately after.

PLEASE NOTE: *MH students may take MSS requirements as electives, and vice-versa.*

Advising

When you enter the program either the Director or Assistant Director will appoint an advisor for you. You may suggest that a specific faculty member in your area of interest be appointed for you. The role of your advisor is to help you design a course of studies consistent with your intellectual interests. It is your responsibility to initiate contact with your advisor as soon as one is assigned to you and to make regular contact with him or her—at least once each semester—after that. You may request a change in advisors at any time while you are in the program.

(Continued on Reverse)

Thesis / Project

After completing at least 27 credit hours, **all MSS and MH students** who intend to write a Thesis (6 credit hours) or a Project (3 credit hours) are required to:

1. Ask three faculty members to serve on their Thesis or Project Committee;
2. Present their **Thesis or Project Proposal** to the committee for approval. The project or thesis proposal should be **10-15 pages** in length and should meet the following criteria:
 - a. It contains a well-formulated thesis (claim) that explains the subject of the thesis or project;
 - b. It summarizes the thesis or project; and
 - c. It includes a bibliography of primary and secondary sources.
3. Once your proposal has been accepted by ALL members of your committee, you can **Register for Thesis or Project hours** and begin writing your thesis or project.

Definitions:

Thesis: A rigorous scholarly paper, typically 60-100 pages in length, a thesis is subject to Graduate School guidelines and review.

Project: If it consists of a paper alone, it is typically about 25-50 pages in length. If a project includes a literary or artistic creation, an educational curriculum, a report or analysis of an internship, etc., it **must** be accompanied by a **scholarly paper** of at least **20 pages**. A project is subject to review at the program level.

Oral Examination

ALL STUDENTS are required to sit for an oral examination administered by three faculty members. It is your responsibility to select your committee, ask the faculty members to participate, arrange a date, and reserve a room for the exam. The oral exam is required of all students, including those who elect a non-thesis and non-project option.

For **thesis or project students**, this is the **same committee** that will review your project or thesis as outlined above.

MH Track II non-thesis and non-project students should review the MH/MSS publication, "MH Track II Non-Thesis and Non Project Students: Oral Exam Instructions."

Preparing to Graduate

Once you have completed all required credit hours, it will be time to prepare for graduation. During the semester you expect to defend your thesis or project, arrange your oral exam, and graduate, **you must** :

1. Contact the Assistant Director to obtain the necessary forms ***no later than the first week*** of the semester you wish to graduate;
2. Fill out the forms;
3. Obtain the signature of the Program Director on each of the forms;
4. Deliver the forms to Jill Hutchinson in the Graduate Office located in the CLAS Dean's office ***by the deadline.***

To avoid delaying your graduation an extra semester:
you may obtain the required forms prior to the semester you wish to graduate.

*It is **your responsibility** to be aware of the deadlines and procedures established for graduation.*