

MLS Thesis Committee Responsibilities

The thesis work that MLS students undertake is designed to be interdisciplinary in nature. As a result, the conduct and product of their research may be unfamiliar to those of us from a “un-disciplinary” background. This document outlines the responsibilities of all parties.

Remember: MLS thesis projects are unique

- MLS students are not conducting standard research within a discipline. The MLS program requires an interdisciplinary approach. Therefore, whereas MLS students may not be expected to achieve the standards of analysis of masters students within a single area (e.g., English or Biology), they are expected to achieve a master’s degree standard of analysis at the interdisciplinary approach. Note that these standards may differ.
- Thesis committee members are not expected to be experts in the MLS student’s chosen interdisciplinary project. The thesis committee is chosen to “triangulate” the student’s topic so that members are able to use their relevant expertise to assist the student.

Student Responsibilities

- Develop a schedule of meetings with the thesis chair and thesis committee members and adhere to that schedule.
- Develop, with the thesis committee, a schedule of thesis completion.
- Prepare a thesis. Student is responsible for:
 - subject matter and content
 - quality and accuracy of data, evidence and logical reasoning presented
 - obtaining the necessary information for organization and approved or required format
 - editorial, linguistic and bibliographic quality
 - quality and accuracy of text, illustrations and duplication
 - accuracy of citations and references in accordance with the guidelines of the style used; on no account should an unacknowledged verbatim record of another person’s work be included
- Meet the deadlines associated with thesis approval and graduation.
- Maintain active student status by registering for at least 1 credit hour of D602.
- Submit the necessary forms and fee payments.
- Schedule thesis committee meetings for thesis proposal review and thesis review.

Thesis Chair Responsibilities

- Assist the student in developing an appropriate research/thesis question.
- Assist the student in developing an appropriate method/approach/plan of work.
- Meet with the student and set a schedule of appointments to discuss the student’s progress.
- Keep the scheduled appointments with the student.
- Read and critique the student’s work in a timely manner.
- Ensure that the student’s work is properly documented.
- Assist the student in the formation of the thesis committee.
- Assist the student in scheduling meetings of the full committee.
- Provide encouragement and advice to the student.

- Notify the MLS office that final defense has been scheduled and ensure that necessary signatures are collected at final defense.

Thesis Committee Responsibilities

- Approve the subject matter and methodology of the research.
- Approve the organization, content, and format of the thesis.
- Meet with student regularly to provide assistance in development and completion of thesis.
- Review and comment on drafts of various sections of the thesis, including (a) the quality of data and evidence, (b) logical reasoning (c) the editorial, linguistic and bibliographic quality and (d) accuracy of the information.
- Evaluate the thesis as a basis for certification that the student has fulfilled the requirements of the MLS degree.
- Provide counsel and advice upon request by student and members of the student's committee about thesis preparation.
- Attend the thesis proposal meeting and the oral defense.
- Read the student's work throughout the writing process.
- Provide written feedback for correcting and/or improving the thesis.

MLS Director Responsibilities

- Assist the student in the formation of the thesis committee.
- Ensure that the thesis chair and all committee members are qualified to serve in that capacity.
- Ensure that the student is aware of all policies and procedures relevant to the completion and submission of an MLS thesis.
- Ensure that MLS students are aware of their responsibilities.
- Ensure that thesis committee and chair are aware of their responsibilities.
- Serve as a liaison between the student and the thesis committee, if necessary.

Revised: 19 July 2010