

Department of Religious Studies

Graduate Handbook

2017/2018

Director of Graduate Studies

Gil Ben-Herut, Ph.D.

Assistant Professor of Religious Studies

Office: CPR 468A

Email: gilb@usf.edu

Phone: 813-974-1852

Graduate Committee

Michael DeJonge, Ph.D.

Associate Professor of Religious Studies

Email: mdejong@usf.edu

James Strange, Ph.D.

Professor of Religious Studies

Email: strange@usf.edu

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I. Graduate Faculty in the Department of Religious Studies

As per the policy established by the USF Office of Graduate Studies, Graduate Faculty “is defined to consist of all tenure-track or tenured faculty appointed at the Assistant, Associate, or Professor rank, who hold a terminal degree or equivalent in their discipline.” Graduate Faculty members are eligible to teach graduate courses and may direct and serve on masters, specialist, and doctoral level committees. To chair a doctoral level committee, a Graduate Faculty member must engage in current and sustained scholarly, creative, or research activities, such as publications, performances, exhibitions, patents, inventions, and research grants.

See USF Graduate Catalogue (<http://www.grad.usf.edu/catalog.php>)

Dr. Gil Ben-Herut, Assistant Professor of Religious Studies

Ph.D., Religion, Emory University, 2013

Research interests: Pre-modern religious poetry in the Kannada language, South-Asian devotional traditions, Sanskrit poetics and courtly poetry, and early Buddhist, Jain, and Hindu narrative traditions.

Office: CPR 468A; Email: gilb@usf.edu; Phone: 813-974-2221

Dr. Michael DeJonge, Associate Professor of Religious Studies

Ph.D., Religious Studies, Emory University, 2009

Research interests: History of Christianity, modern Christian thought from the Reformation forward, twentieth-century German theologian Dietrich Bonhoeffer.

Office: CPR 468G; Email: mdejonge@usf.edu; Phone: 813-974-0578

Dr. Cass Fisher, Associate Professor of Religious Studies

Ph.D., Philosophy of Religion, The Divinity School, University of Chicago, 2005

Research interests: Jewish studies, philosophy of religion, philosophical analysis of Jewish theological language utilizing texts from the ancient and modern periods.

Office: CPR 468C; Email: cass@usf.edu; Phone: 813-974-0578

Dr. Danny Jorgensen, Professor of Religious Studies

Ph.D., Sociology, The Ohio State University, 1979

Research interests: Sociology of religion, relationships among religion, culture, and society, new religions in America

Office: CPR 468E; Email: djorgen@usf.edu; Phone: 813-974-2221

Note: Professor Jorgensen is currently teaching online courses, almost exclusively at the undergraduate level, but he remains available to serve on examination and thesis committees.

Dr. James Strange, Distinguished Professor of Religious Studies

Ph.D., New Testament Studies, Drew University, 1970

Research interests: Biblical archaeology, New Testament studies, Christian origins and post-Biblical Judaism, and religion and material culture.

Office: CPR 469B; Email: strange@usf.edu; Phone: 813-974-1859

Affiliate or Courtesy Graduate Faculty

Affiliate faculty members are eligible to teach graduate courses, to serve on master's, specialist, and doctoral level committees, to direct master's committees, and to co-direct doctoral level committees, at the discretion of the College.

See USF Graduate Catalogue (<http://www.grad.usf.edu/catalog.asp>)

Dr. James Cavendish, Associate Professor of Sociology

Ph.D., Sociology, University of Notre Dame, 1997

Research interests: Sociology of religion, religion and social change, religion and immigration, religion and sexuality, social justice and social activism, Roman Catholicism.

Office: CPR 207; Email: jcavendi@usf.edu

Dr. Michael Decker, Professor of History

Ph.D., Oxford University, 2011

Research Interests: Byzantium; Ancient-Medieval Mediterranean History and Archaeology; History of Middle East and North Africa

Office: SOC 214; Email: mjdecker@usf.edu

Dr. David Jacobson, Professor of Sociology

Ph.D., Princeton University, 1991

Research Interests: Immigration and citizenship; human rights, religion and conflict; international institutions and law

Office: CPR 475D; Email: djacobso@usf.edu

Dr. Thomas Williams, Professor of Philosophy

Ph.D., Philosophy, University of Notre Dame, 1994

Research Interests: Philosophy of religion, medieval philosophy and theology (especially Augustine, Anselm, Aquinas, and Duns Scotus)

Office: FAO 231; Email: thomasw@usf.edu

Dr. Wei Zhang, Professor of Philosophy

Ph.D., East Asian Studies and Comparative Literature, University of Minnesota, 1995

Research Interests: Asian philosophy of religion, comparative intellectual histories, and Mahayana Buddhist philosophical traditions, Daoist traditions, Chinese religious and philosophical medicine

Office: FAO 211; Email: wzhang5@usf.edu

II. Masters of Arts in Religious Studies

The MA in Religious Studies provides opportunities for students with a previous background in the academic study of religion to expand their knowledge of the social, cultural, and historical contexts of religion, develop in-depth knowledge of particular religious traditions, and acquire proficiency in a wide variety of pertinent methodologies and theoretical perspectives. The department offers two tracks toward the MA degree. The thesis track is intended for those students preparing for college or university teaching and research careers. The non-thesis track serves students preparing for professional careers (e.g., as teachers in public or private schools, journalists, foreign service workers, etc.) in non-academic settings.

III. Admission to Graduate Study in the Department of Religious Studies

Application for admission to graduate study is available through the website of the USF Office of Admissions (<http://www.grad.usf.edu/graduate-admissions.asp>). Each applicant to the graduate program in Religious Studies at the University of South Florida is required to meet the following minimum requirements:

1. Applicant must have one of the following:
 - a. A bachelor's degree from a regionally accredited institution and satisfying at least one of the following criteria:
 - "B" average or better (GPA 3.0 and above) in all work attempted while registered as an undergraduate student working for a degree, **or**
 - "B" average or better (GPA 3.0 and above) in all work attempted while registered as an upper division undergraduate student working for a baccalaureate degree.
 - b. A bachelor's degree from a regionally accredited institution and a previous graduate degree from a regionally accredited institution.
 - c. The equivalent bachelor's and/or graduate degrees from an institution of higher education in another country.
2. Submission of GRE scores. USF's institution code is 5828. Although exceptions can be made, we generally look for scores that are above 150 in verbal reasoning and above 145 in quantitative reasoning.
3. Submission of three (3) letters of recommendation.
4. Submission of a writing sample (15-20 pages, double-spaced).
5. Submission of a statement of intellectual interest (1-3 pages, double-spaced).
6. Applicants from countries where English is not the official language must also demonstrate proficiency in English. See Office of Graduate Studies Catalogue for detailed requirements.

All of these documents should be submitted directly through the online application available at <http://www.grad.usf.edu/graduate-admissions.asp>. Once you've submitted your application, you may still go back into the online application to upload supporting documents. Once all supporting documents are uploaded to the online application, your application will be reviewed by the Graduate Committee of the Department of Religious Studies.

The department may accept a maximum of six graduate credit hours from comparable institutions **or** six credit hours from non-degree seeking students. Students without undergraduate degrees in religious studies may be required to complete preliminary courses in religious studies without receiving graduate credit.

The department also reserves the right to offer conditional admittance to students who fail to meet one of the admissions criteria (e.g., GRE). In these cases, students must address the issue before continuing beyond the first semester.

The deadlines for admissions applications are as follows:

- For domestic and international students already residing in the U.S. and in possession of a valid visa, the deadline for application is June 1st for Fall entry and October 15th for Spring entry.
- For international students, the deadline for application is May 1st for Fall entry and September 15th for Spring entry.
- Applicants wishing to also be considered for a Graduate Teaching Assistantship should submit their applications as early as possible.
- The Department of Religious Studies does not admit graduate students into the Summer semester.

International applicants should note that they need to adhere to additional requirements set by the Office of Admissions and the International Services Office.

IV. Accelerated Degree Program

USF undergraduate students majoring in Religious Studies and meeting admission requirements may apply to complete an accelerated MA degree in Religious Studies. Students accepted into this program will take graduate courses in the MA program in Religious Studies during their senior year of college. These credits will be applicable to the MA degree, thus accelerating the time to completion, with successful students able to earn the MA degree in two additional semesters beyond the completion of the BA degree. For complete details and admission requirements for this accelerated degree program, see <http://www.grad.usf.edu/programs/programinfomation.php?pcode=RELAS-M.A.#degree>.

Undergraduates seeking to pursue this accelerated master's degree should complete the "Accelerated Program Application" available at <http://www.grad.usf.edu/student-forms.php> and send it, along with supporting documents, to the Director of Graduate Studies of the Department of Religious Studies, preferably before the completion of their junior year.

V. Graduate Advising in Religious Studies

Once admitted, a graduate student should seek academic advice from the Director of Graduate Studies until an advisor is assigned. By the end of the first semester, students must choose a faculty advisor in their area of specialization in conversation with the Director of Graduate Studies. The student's advisor must be selected from among the Graduate Faculty in the Department of Religious Studies who meet the definition (see Section I) established by the Office of Graduate Studies and whose teaching and research interests most closely correspond with those of the student. The faculty advisor will assist the student with planning a program of study and selecting appropriate courses for each semester. Meetings between the advisor and the student should take each semester around the time of course registration to ensure that the student is making suitable course selections.

Upon selection of a faculty advisor, a Faculty Advisor and Plan of Study Form (see Appendix I) must be filed with and approved by the Director of Graduate Studies by the end of the student's first semester in the program.

Students are reminded that according to the USF Graduate Catalog "it is ultimately the responsibility of the student to be acquainted with all policies and regulations, and be responsible for completing requirements" (http://www.grad.usf.edu/inc/linked-files/Catalog%20and%20Policies/2014_2015/Section_7_Academic_Policies.pdf).

VI. Graduate Teaching Assistantships (GTA)

A limited number of Graduate Teaching Assistantships (GTA) are available from the Department of Religious Studies. Interested students should complete the Application for Graduate Teaching Assistantship and submit it to the Director of Graduate Studies. GTAs receive a stipend, a waiver for most of the cost of tuition, and a health insurance package as compensation for certain assigned responsibilities as a departmental staff member. GTAs are appointed by the Department Chair upon recommendation by the Graduate Committee, and continuing appointment as a GTA in subsequent semesters is depended on satisfactory performance during the previous semesters (as reported in the evaluations of GTAs). GTAs must:

1. Be full-time students registered for a minimum of 9-12 credit hours each semester.
2. Maintain a 3.5 GPA.
3. Complete all required course work each semester before being considered for re-appointment for subsequent/following semesters.
4. Comply with the English language requirements if they are an international student from a country where English is not the official language.

GTAs will be evaluated each semester by their supervising faculty member(s) and by the Graduate Committee. GTAs are renewable on a semester-by-semester basis for a maximum of two (2) years, based on (a) the availability of funds, (b) appropriate progress by candidate for assistantship, and (c) positive evaluation of the GTA by the supervising faculty member(s) and the Graduate Committee. At the end of each semester, GTAs' classroom duties are evaluated by the faculty they work with, and academic performance is evaluated by the Director of Graduate Studies. USF graduate assistants are represented by the Graduate Assistants Union (GAU). A full description of rights and responsibilities is found in the USF/GAU contract on file in the Office of Graduate Studies.

The Office of Graduate Studies' philosophy is that full-time graduate assistants (i.e., those working 20 hours/week, or at .50 FTE) **should not pursue outside employment** because such outside employment could interfere with their performance in their courses and GTA assignment. Full-time GTAs should consult with the Director Graduate Studies and with their advisor before considering accepting outside employment.

VII. Responsibilities of Graduate Teaching Assistants

GTAs are often assigned to assist an instructor in a course with high student enrollment. GTAs may be asked to teach occasional class sessions under the supervision of their faculty mentor, to lead discussion sessions with students in class or on Canvas, to assist their faculty mentor with the grading of exams or student papers, and/or to assist in departmental projects. Assignments may vary from semester to semester.

As members of the department staff, GTAs are expected to (1) post and maintain regular office hours when assigned to assist in faculty courses, (2) maintain a regular working schedule when appointed as faculty or staff assistants, (3) support curricular activities in the department, and (4) maintain a professional manner and appearance, especially when in contact with students.

VIII. Other Financial Aid Resources

Additional forms of financial aid, such as scholarships, grants, and loans, are available from other sources. Students are urged to contact the USF University Scholarships & Financial Aid Services at

<http://usfweb2.usf.edu/finaid/> and the Office of Admissions at <http://www.usf.edu/admissions/graduate/graduate-assistantships.aspx>.

IX. Requirements for the Masters of Arts Degree in Religious Studies

A. Coursework

The MA in Religious Studies consists of a minimum of thirty (30) credit hours of approved coursework. A full-time student may complete the MA program in two years. See Appendix II for the recommended time sequence.

Candidates for the MA must successfully complete “Theory and Methods in Religious Studies” (RLG 6035), during the first semester it is offered following admission to the program. Additional courses toward the MA should be selected in consultation with the student’s faculty advisor on the basis of individual research interests and goals. The majority of the student’s courses toward the MA must be taken from the course offerings of the Department of Religious Studies. Courses from other departments with direct relevance to the student’s research interests may be counted toward the degree upon approval by the Director of Graduate Studies. The following restrictions apply when counting courses toward the MA in Religious Studies.

1. No more than six (6) credit hours from approved courses in other academic units at USF **or** from another university/college.
2. No more than six (6) credit hours of Independent Study/Directed Research

B. Independent Study/Directed Research

Independent Study (RLG 6909) and Directed Research (RLG 6911) courses are available for special projects and advanced study in areas where more formally structured courses are not offered. The decision to accept a student for independent study or directed research is made by the faculty member. All Independent Study/Directed Research courses require a contract (see Appendix III) specifying the content, readings, requirements, and credit hours (up to a maximum of three credits per course). This contract must be signed by the student, the sponsoring faculty member, and the Graduate Director before the student can register for Independent Study or Directed Research hours.

C. Non-Thesis Track Requirements

The student wishing to receive an MA degree without a thesis is required to take a minimum of 30 credits and to pass a comprehensive examination. In accordance with the coursework requirements above, a minimum of 18 credits must come from Religious Studies graduate courses.

D. Thesis Track Requirements

The student wishing to receive an MA degree with a thesis is required to take a minimum of 30 credits, six (6) of which can be “Thesis Hours” (RLG 6971), which are graded on a pass/fail (S/U) basis. Before enrolling in “Thesis Hours,” the student must pass a comprehensive examination, successfully defend a thesis proposal, and complete the “Thesis Proposal Authorization Form” (See Appendix IV), which should be signed by the members of the student’s thesis committee and the Director of Graduate Studies.

The student who decides to complete a thesis should also:

- consider taking thesis hours over two semesters in order to allow plenty of time for planning, writing, revising, and defending the thesis.
- become informed about the Office of Graduate Studies' deadlines for completing the mandatory ETC workshop (which is the semester prior to defending/submitting the electronic thesis), applying for graduation (which is early in the student's final semester), defending the thesis and submitting "the certificate of approval" to the Office of Graduate Studies (which is in late March for those seeking to graduate in May), and submitting an electronic copy of the thesis to the ETD Resource Center (http://www.grad.usf.edu/ETD_Deadlines.php).
- anticipate that the thesis will probably have to go through a few drafts before all committee members are willing to approve. Therefore, a student wishing to graduate in May should plan to have a complete draft of the thesis to his/her thesis director in February and to the rest of the committee by the end of February, and a student wishing to graduate in August should plan to have a complete draft of the thesis to his/her thesis director in May and to the rest of the committee by the end of May.

X. Specialty Areas in the Program

A. Religions of Western Antiquities

Faculty: Fisher, Strange, Williams, and Decker

Courses regularly offered in: Ancient Religions; New Testament; Early Christianity; Biblical Archaeology; Rabbinic Judaism

B. Religions of Asia

Faculty: Ben-Herut and Zhang

Courses regularly offered in: Devotional Religions in South Asia; Hindu Epics; Hindu Texts and Contexts; the Upanishads; Buddhism; Daoism; Chinese Medicine;

C. Social Scientific Approaches to Religion in Society

Faculty: Cavendish, Jorgensen, and Jacobson

Courses regularly offered in: Sociology of Religion; Religion, Culture, and Society; Religion in America; Religion and Social Change; Religion and Immigration

D. Philosophical and Theological Approaches to Religion

Faculty: DeJonge, Fisher, Williams, and Zhang

Courses regularly offered in: Philosophy of Religion; History of Western Philosophy; Buddhist Ethics and Philosophy; Christian Thought; Jewish Thought; Theory and Method in Religious Studies

XI. Language Study

Although there are no language requirements for the MA in Religious Studies, students are encouraged to pursue the study of either primary textual languages (Arabic, Chinese, Greek, Hebrew, Sanskrit) or secondary research languages (French and German). Students planning to pursue Ph.D. level work are encouraged to begin their language studies during their master's program.

Language courses taken for the purpose of acquiring language competency are generally not counted toward the degree requirements for the MA in Religious Studies and not funded by the tuition waivers offered to Graduate Teaching Assistants. Students wishing to take language courses should plan on taking them at his/her own expense.

XII. Comprehensive Examination

All students pursuing the MA in Religious Studies must pass one comprehensive written examination. No student with incomplete grades will be allowed to take the examination.

A. Theories and Methods Examination

The comprehensive examination is on the topic of Theories and Methods in Religious Studies, and consists of the final paper completed for RLG 6035.

XIII. General Guidelines for Research for the MA Thesis

The thesis for the MA in Religious Studies must show familiarity with the broad area of existing research in the student's chosen area of study. It must demonstrate the student's ability to carry out research and organize results. The thesis must be expressed in good literary style. An exhaustive review of work in the particular field of study is not necessary, nor is original scholarship expected. The subject of the thesis should be narrow enough to be handled responsibly in less than 50 pages. The student should consult regularly with the members of the thesis committee, especially the director, during research and writing.

A. Thesis Committee and Proposal

The thesis committee consists of three graduate faculty members, and one may come from another department whose expertise coincides with the research area. The thesis committee must be approved by the Director of Graduate Studies no later than one full semester prior to the semester in which the completed project is submitted and defended. The thesis proposal (research plan) must be approved by the thesis committee, and a signed copy of the "Thesis Proposal Authorization Form" (see Appendix IV) must be filed with the Department along with the research plan. Students must be registered for at least two (2) thesis hours during any semester in which faculty effort is involved in supervising their projects. Students should consult with his/her thesis director concerning the timing of registration for thesis hours.

B. Thesis Preparation and Writing

Students are encouraged to start thinking about a thesis topic while they are doing course work. The student initiates the thesis project in conversation with members of his or her thesis committee, and

submitting this choice to the graduate committee for approval. The thesis director will assist the student with defining the study issues, developing a proposal, and identifying at least two additional graduate faculty members to serve on the thesis committee. The thesis must conform to the guidelines presented at the “Electronic Thesis & Dissertation (ETD) Resource Center” at <http://www.grad.usf.edu/ETD-res-main.php>. The department provides its own “thesis guidelines” for students (see the Appendix III). The student must provide each member of the committee with a final copy of the thesis at least two weeks prior to the oral defense.

Preliminary drafts of the thesis must be submitted to the director, and the nearly final draft should be submitted to the entire committee. The thesis committee will review and discuss the final draft, and provide the student with recommendations, including required revisions, before it is presented for defense.

C. Thesis Defense

The oral defense of the thesis is an opportunity for the student, committee, other graduate students and faculty to review and discuss the project. The meeting will be chaired either by the Graduate Director or by the Chair of the Department. Following the discussion, the committee will vote to approve or reject the thesis. This issue will be decided by a majority vote. The committee may require or make recommendations in writing concerning additional revisions of the thesis before it is submitted electronically. Any required revisions must be approved by the thesis committee.

Other Requirements: The student must conform to all submission requirements outlined in the Graduate Catalogue. In addition, one approved copy of the thesis must be submitted in a black binder for the Department of Religious Studies library.

XIV. Successful completion of graduate coursework

Graduate students must attain an overall average of 3.0 (or B average) for all courses. Only courses in which the student receives a letter of B or better will be counted toward the degree requirements for the MA in Religious Studies. Letter grades assigned for graduate courses have the following values: A=outstanding; B=good; C=below expected standards. No grade below B will be accepted toward a graduate degree, but all grades are counted in computing the overall grade point average (GPA).

XV. Incomplete grades

An Incomplete grade (“I”) is exceptional and granted at the instructor’s discretion only when students are unable to complete course requirements due to illness or other circumstances beyond their control. This applies to all gradable courses, including pass/fail (S/U).

Students may only be eligible for an “I” when:

1. The majority of the student’s work for a course has been completed before the end of the semester.
2. The work that has been completed is qualitatively satisfactory.
3. The student has requested consideration for an “I” grade as soon as possible but no later than the last day of finals week.

The student must request consideration for an Incomplete grade and obtain an “I” Grade Contract Form from the instructor of record. Even though the student may meet the eligibility requirements for this grade,

the course instructor retains the right to make the final decision on granting a student's request for an Incomplete. The course instructor and student must complete and sign the "I" Grade Contract Form that describes the work to be completed, the date it is due, and the grade the student would earn factoring in a zero for all incomplete assignments. The due date can be negotiated and extended by student/instructor as long as it does not exceed one semester from the original date grades were due for that course.

The instructor must file a copy of the "I" Grade Contract in the department that offered the course and the Office of Graduate Studies by the date grades are due. The instructor must not require students to either re-register for the course or audit the course in order to complete the "I" grade. Students may register to audit the course, with the instructor's approval, but cannot re-take the course for credit until the "I" grade is cleared.

An "I" grade not cleared within the next academic semester (including summer semester) will revert to the grade noted on the contract. "I" grades are not computed in the GPA, but the grade noted on the contract will be computed in the GPA, retroactive to the semester the course was taken, if the contract is not fulfilled by the specified date. When the final grade is assigned, if applicable, the student will be placed on academic probation or academically dismissed (refer to Automated Academic Probation Procedures for information). Students cannot be admitted to doctoral candidacy or certified for graduation with an "I" grade.

Appendix I

Faculty Advisor and Plan of Study Form

DATE: _____

STUDENT NAME: _____

SEMESTER/YEAR STUDENT ENTERED DEGREE PROGRAM: _____

U #: _____

I HEREBY VERIFY THAT I HAVE REQUESTED _____
TO SERVE AS MY ADVISOR DURING MY COURSE OF STUDIES IN THE MASTERS PROGRAM
IN RELIGIOUS STUDIES.

Student's signature

Date

Instructor's signature

Date

Graduate Director's signature

Date

**Appendix II: Contract for Independent Study (RLG 6909) and
Directed Research (RLG 6911) Courses**

DATE: _____

STUDENT NAME: _____

SEMESTER/YEAR: _____

U #: _____

Independent Study and Directed Research courses are designed to provide opportunities for the student to pursue a course of study beyond what can be achieved in regular classroom activity. The instructor is granting permission because he/she feels that the student will benefit academically from this experience. This arrangement should not be made simply as a convenience for a student who has other conflicting commitments.

I HEREBY VERIFY THAT I HAVE ALREADY COMPLETED _____ HOURS OF INDEPENDENT STUDY AND DIRECTED RESEARCH COURSES COMBINED.

I agree to the terms listed below for _____ hours of credit in (check one):

_____ REL 6906 Independent Study CRN # _____

_____ REL 6911 Directed Research CRN # _____

Student's signature

Date

Instructor's signature

Date

Graduate Director's signature

Date

Attach to this sheet a statement that includes: (a) the goals or purposes of the course, including its relevance to your plan of study, (b) a description of project to be undertaken, (c) the amount and type of interaction between instructor and student, (d) the required written and oral products of the course, (e) the basis for determining the student's grade, and (f) at least a brief bibliography.

Appendix III

Suggested Two Year Sequence for Completion of the MA —Thesis Track

The MA program can be completed in two years by fulltime students (9-12 credit hours per semester). The sequence below provides a time model for planning the course work, comprehensive exam, and thesis writing.

First semester

- Take “Theory and Methods” in addition to other courses of interest. If “Theory and Methods” is not offered in the first semester, then it should be taken in the second semester.
- Engage faculty members in discussions about area of interest and select a faculty advisor.
- Complete the “Faculty Advisor and Plan of Study Form” and submit it to the Director of Graduate Studies for approval.

Second semester

- Start exploring and identifying thesis committee members that consist of one’s advisor and two other graduate faculty members. One of the two members may come from another academic unit.
- Attend a thesis proposal workshop organized by the Director of Graduate Studies.
- Submit a thesis proposal to advisor for initial approval and select members of the thesis committee in consultation with the advisor.

Summer

- Complete revisions on the thesis proposal, defend the proposal, and complete the “Thesis Proposal Authorization Form” (See Appendix IV), which should be signed by the members of the student’s thesis committee and the Director of Graduate Studies before enrolling in “Thesis Hours” (RLG 6971).
- Students planning to pursue Ph.D. level work may use the summer to study languages relevant to their research interest.

Third Semester

- Schedule and take special topics examinations if they have not yet been completed.
- If the thesis proposal has not yet been defended, complete revisions on the thesis proposal, defend the proposal, and complete the “Thesis Proposal Authorization Form” (See Appendix IV), which should be signed by the members of the student’s thesis committee and the Director of Graduate Studies before enrolling in “Thesis Hours” (RLG 6971).
- If the thesis proposal has been defended, enroll in 3 credits of “Thesis Hours” (RLG 6971).
- Attend the Office of Graduate Studies’ mandatory ETD Workshop. Students need to attend this workshop during the semester before they plan to graduate in order to be certified by the Office of Graduate Studies for graduation.

Fourth Semester

- Take remaining thesis hours.
- Schedule thesis defense after the final draft of the thesis is approved by the thesis committee.
- Make final revisions after thesis defense.
- Submit the final thesis electronically according to procedures (and before the deadline) established by the Office of Graduate Studies.

Appendix IV: Thesis Proposal Guidelines

A Master of Arts thesis is more than a research paper. It marks your transition from being a student to being a colleague or fellow investigator in your chosen field of expertise. To become a conversation partner with the scholars who are leading the way in your chosen field of inquiry you need to identify the issue or problem you wish to address in your thesis, then show that you are familiar with the work (theories, data, and methodologies) of the leading scholars in this area and indicate how your thesis will relate to the ongoing scholarly conversation.

Unlike a doctoral dissertation, the master's thesis does not require that you actually contribute something new to your field (although that is great when it happens), but that you show your mastery of the theories, data and methodologies of your field in relationship to the particular topic.

Your proposal should be between five and ten pages and follow the outline below. It should indicate what you are going to do, how you are going to do it, and what your anticipated conclusion will be.

Proposal Outline

- A. Title and Author
- B. Introduction
 - Briefly describe the history of the issue or problem you are addressing and identify the leading scholarly voices on this issue.
- C. Research Problem
 - Give precise statement of problem---specify how your thesis will relate to the general issue or problem indicated above. End with a thesis statement: "My thesis is ..." This thesis statement should tell what your hypothesis is or what are you will argue.
- D. Survey of Research
 - Survey the relevant scholarly positions taken by the leading scholars who are writing on this issue or problem and indicate how your work will relate to theirs.
- E. Justification of Problem
 - Rationalize why you have chosen this area of focus. Use historical data and academic literature to help define the problem from a practical and/or theoretical perspective.
 - This section aims to define the research problem that has been detected and why it needs a better understanding and/or solution.
- F. Method
 - Specification of the data. Indicate how will you identify and evaluate the data. What are the criteria of relevancy for deciding what you will include and what you will exclude?
- G. Method of analyzing the data
 - How will you evaluate the data and the work of those you will be using in relation to the data (e.g., for completeness, relevance, rational cogency, statistical significance, etc.)?
- H. Outline of your argument
 - Indicate the chapter or section titles and the rational links between them that lead toward your conclusion and the demonstration of your thesis. Use an outline form with two or three subheadings for each chapter/section title.
- I. Summary Conclusion
 - Indicate what you expect to conclude. This will not necessarily be what you finally conclude but it indicates the hypothesis or thesis that you are trying to test or establish.
- J. Bibliography
 - Identify the relevant scholarly literature about the problem that you will be addressing based on the parameters you have established above.

Appendix V: Thesis Proposal Authorization Form

UNIVERSITY OF SOUTH FLORIDA

AUTHORIZATION OF MASTERS THESIS PROPOSAL/PLAN OF RESEARCH

The undersigned verify that the thesis proposal (i.e., research plan) has been successfully completed by the following candidate and authorize the candidate to enroll in Thesis Hours.

	Name <i>(print or type clearly)</i>	USF ID#	Degree
Candidate			

Graduate Program	
Graduate Department	
Thesis Title	

Examining Committee

	Name <i>(print or type clearly)</i>	Signature of Approval
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The undersigned verify that the final oral defense of the thesis has been successfully completed by the following candidate and that the thesis is ready to submit to the Graduate School pending revisions.

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