

HUTCHINS SCHOOL OF LIBERAL STUDIES INDEPENDENT STUDY PROJECTS

1. **LIBS 410** (Juniors and Seniors) **INDEPENDENT STUDY** is an individualized program of study taken for a letter grade with a Hutchins faculty sponsor who is willing to supervise it. A student consults with a faculty member on a topic, develops a plan of study, including number of units, project outcomes, number of meetings with the faculty and deadline for completion. **Project Form** is submitted to Admissions after the beginning of the semester and before the last day to add classes.
2. **LIBS 396** (Juniors and Seniors) **FIELD STUDY** is a project conducted outside of the university classroom setting that is taken for credit/no credit. It may include work that is literally outside in the field, or other hands-on experience (e.g., a research study). Field Study projects are co-designed by a student and a sponsoring faculty member; or a faculty member may design a project, with student participation solicited. A student consults with a faculty member on the project, develops a plan of study, including number of units, project outcomes, number of meetings with the faculty sponsor and deadline for completion. **Project Form** is submitted to Admissions after the beginning of the semester and before last day to add classes.
3. **LIBS 397** (Juniors and Seniors) **STUDY AWAY** is an educational experience that occurs away from SSU that is taken for credit/no credit. This might include study in the U.S. or abroad in an exchange program or an independently designed project. (*See note below.*) Information for exchange programs is available in the SSU International Studies Office. Study Away projects are co-designed by a student and a sponsoring faculty member or committee, with the terms of study and the expected outcomes written in contract form. A written report is required for Study Away projects upon completion. It is suggested that you begin the planning process early in the semester before you will undertake study away. The students must also follow University policies for leaving campus for Study Away. Required forms and procedures are available in the International Studies office. These forms must accompany the Project Contract and the **Project Form** to be signed by the sponsoring faculty and the Hutchins Director.

(Note: LIBS 397 Study Away does not apply to the State University Study Abroad Program. Students enrolled in a SSU Study Abroad Program receive transfer credit to the Liberal Studies major for 12 units of specifically approved courses taken abroad. Please consult with the advisor in the International Studies Office and then with the Hutchins School International advisor – either Mutombo M’Panya or Wendy Ostroff - for information about this opportunity.)

HOW DO I SIGN UP FOR A PROJECT?

1. Read guidelines for developing and completing a project which follow. Find a faculty sponsor and decide which type of project listed above is appropriate for your study and number of units
2. Fill out a **Project Contract** (attached) and submit it to your faculty sponsor for approval. A copy of it should be placed in your Hutchins file.
3. After the contract is approved, you will fill out a **Project Form**: Independent Study, Directed Study, Field Study, & Study Away (attached). This form must be signed by your faculty sponsor and the Hutchins Director before it is submitted to Admissions and Records in order for you to enroll for the project. It can be submitted only after the beginning of the semester in which you will complete the study and before the last day to add classes. Your title for the study should be no more than 35 letters including spaces and will appear on your transcript so consider this carefully.

WHAT ARE THE GUIDELINES FOR DEVELOPING A PROJECT?

In order to help you do the best work of which you are capable, the faculty has devised the following structure for developing and completing a project. The following are guidelines for the faculty sponsor and student unless written otherwise on the **Project Contract**.

1. **Meetings:** You must be able to meet with your faculty advisor every other week in private or group tutorial. You should expect to spend 30 minutes or longer with your faculty advisor. It is the student’s responsibility to schedule appointments.
2. **Absences:** You may miss 2 meetings per semester without explanation, after which your grade may be affected.
3. **Pacing the Work:** It has been found that a steady pace of work on a project produces the best results. In order to facilitate the pace of your work you will be asked to submit a schedule for your work on your **Project Contract**.
4. **Filling Out the Project Contract and Project Form:** A **Project Contract** must be completed and approved before you fill out the **Project Form** to enroll in the study. The contract includes the nature of the project and the work to be done. It includes a schedule showing when a preliminary bibliography, a list of sources used, a first draft or preliminary paper and a final draft will be submitted. If you are doing a creative project, decide on the amount of time and/or work you plan to do and present a schedule of submission of the pieces. Grade Mode is determined by the type of project. You should include how your project will be evaluated for the grade. If you decide to change the subject of your project, a new contract is required. You may change topics with permission of the faculty sponsor, but you may not change your project title once the **Project Form** has been submitted to Admissions & Records.
5. **Completing the Project:** A final paper should be typed and **MUST** be footnoted. Please use MLA or APA format for footnotes. If you are doing a creative project, you will be asked to submit: (a) Creative work on regular basis throughout the term. (b) A final evaluation of the experience in terms of process and content; and (c) Research and response (in a mutually agreed-upon form) to the work of others using your chosen medium of expression. A copy of your Project Contract should accompany your final submission for any project. **Aim to complete ½ of the work by mid-semester.**

HUTCHINS SCHOOL OF LIBERAL STUDIES

PROJECT FORM: INDEPENDENT STUDY, FIELD STUDY, STUDY AWAY

Name: _____ Semester: _____
Student ID: _____

Address: _____

Telephone #: _____ E-mail: _____

COURSE	GRADING	UNITS
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<i>Application for:</i> Independent Study	410	Graded or Credit/NC	1 - 4 _____
Field Study	396	Credit/NC	1 - 4 _____
Study Away	397	Credit/NC	1 - 4 _____

Title of Project: _____

Description:

Basis of Grade: _____ Date Project is Due: _____

APPROVAL:

1. Print Faculty Advisor's Name: _____

2. Faculty Advisor's Signature: _____ Date: _____

3. Hutchins Dept. Chair Signature: _____ Date: _____

PROCEDURES:

1. Complete this form and secure signatures from the Advisor and the Dept. Chair.
2. Hutchins Office will submit original to Admissions & Records during Add/Drop period.
3. Copy goes into the Student's File.

Forms: Project Form -2/11/11