

DIRECTED STUDY COURSE APPLICATION _ *Undergraduate Students*

Definition Directed Studies are elective courses that provide an opportunity for undergraduate students to work under close faculty guidance on individual research projects when such needs and interests cannot be met by regularly scheduled courses. The coursework cannot be a replication of or substitute for an existing course. Students who embark on a Directed Study project are expected to explore in greater detail areas covered broadly in a particular course or to explore specific topics not covered within the regular curriculum. An individual student may take only two Directed Study courses with a maximum of six total credit hours counted toward the completion of a degree.

Note that graduate students with an interest in similar special research and learning opportunities may develop an Independent Study course, which requires a different form.

Prerequisites Students must have satisfied all of the following requirements prior to beginning a Directed Studies course:

- Junior standing (minimum 60 credit hours complete)
- Minimum grade point average of 2.75
- Passed the Writing Proficiency Exam (COM3000)
- Obtain written approval of a sponsoring faculty member and the department chair where indicated on page 4 of this document.

Procedure Well before the start of the semester, the applicant should arrange a meeting with a faculty member who has expertise within the specific field of study to discuss a directed studies course, including potential topics, possible course objectives, learning outcomes, a schedule, and grading frameworks.

Procedure

1. Students should first ask an instructor if he or she would be willing to supervise an Independent Study. The instructor should be someone who is considered an expert in the area of interest to be addressed in the study and is, preferably, a full-time faculty member. Adjunct and part-time faculty members may participate if approved by the department chair based on that faculty member's adjunct teaching load and expertise.
2. The student must prepare a proposal to be reviewed and approved first by the instructor and then submitted to the department no later than the end of the first week of the semester in which the work is to be completed.
3. For clarity, it is best if the student can state the study topic in one sentence. The topic must be highly focused, something that can be researched in depth, yet completed during a single semester as in these three examples:

- “The Influence of Vastu Sastra on the Temple of Angkor Wat”
- “Detroit Religious Architecture of the 1950’s”
- “American College Libraries in the Nineteenth Century”

4. There must be a specific outcome for the project including project form, length, and the intended results. The student will delineate these objectives below.
5. A schedule of meetings with the instructor will be set up to meet regularly, typically weekly, but possibly bi-weekly. It is expected that half of the work will be completed are due by midterm.

6. Credit hours for the study correspond with the amount of work to be completed. The outcomes and expectations are to be commensurate with the number of assigned credit hours and graduate course level standards. Independent Studies can be for one, two, three or four credits and will be recorded in the transcript as follows:

ARC 3011 – Directed Study

ARC 3012 – Directed Study

ARC 3013 – Directed Study

ARC 3014 – Directed Study

8. The completed proposal is to be submitted to the associate chair or chair of the Department of Architecture or the chair of the Department of Art and Design for approval, as noted above. Proposals that are incomplete or that need revisions will be returned to the student for completion or the proposal may be rejected.
9. Students will be notified once the proposal is approved. The signed copy may be picked up and the student may proceed to register for the class. An override will be entered for the appropriate course number, which will allow the student to register.

Deadline Directed Study submissions must be finalized by the student and approved by the sponsoring faculty member and department chair no later than seven calendar days into the semester.

Format Applicants must provide all information indicated within the attached Directed Study Form. If the sponsoring faculty member or department chair requires information not covered by this form, the student should indicate that additional appendices are attached to the Directed Study Form.

CoAD College of Architecture and Design

DIRECTED STUDY PROPOSAL _ *Undergraduate Students*

NAME _____ **BANNER ID** _____

EMAIL _____ **PHONE** _____

COURSE NUMBER _____ **CREDIT HOURS** _____

COURSE TITLE _____

SPONSORING FACULTY MEMBER _____

RESEARCH QUESTION, INVESTIGATION, or THESIS [150 characters maximum]

SIGNIFICANCE How will the Directed Study work with and contribute to the existing research and creative work on this topic? Provide a summary of the intentions of this study in 150 words maximum.

OBJECTIVES What will the student achieve through this study? List three to five objectives of the study in one or two sentences for each objective.

- 01:
- 02:
- 03:
- 04:
- 05:

OUTCOMES How will the student document or demonstrate the successful completion of the stated objectives? Provide one to three outcomes for the study, describing how each outcome will appropriately document the completion of the Objectives listed above.

- 01:
- 02:
- 03:

EVALUATION How will the sponsoring faculty member measure the success exhibited by the outcome(s)? List each outcome with a specific grade percentage assigned to each.

01:

02:

03:

04:

05:

SCHEDULE When will the outcome(s) be completed and assessed? Provide a week-by-week breakdown of the semester's work, including key deadlines, meeting dates, and the overall staging of research.

WK01

WK02

WK03

WK04

WK05

WK06

WK07

WK08

WK09

WK10

WK11

WK12

WK13

WK14

ANNOTATED BIBLIOGRAPHY Does the student understand existing scholarship and thinking in the area of this study? List four to five peer-reviewed, published sources, presented in MLA citation style for books or periodicals; <https://owl.english.purdue.edu/owl/resource/747/06/>. Also provide with each citation, one sentence describing the relevance of each cited source.

01:

02:

03:

04:

05:

REFERENCE Students may wish to consult the following source, 'How to Write a Research Paper on Architecture,' by Gray Read, which may be found at <http://faculty.fiu.edu/~readg/TipsLinks/HowtoWriteaResearchPaper.htm> or the book, *Writing Architecture: A Practical Guide to Clear Communication about the Built Environment*, by Carter Wiseman.

APPROVAL SIGNATURES

STUDENT DATE

SPONSORING FACULTY MEMBER DATE

CHAIR, Department of Art and Design or
ASSOCIATE CHAIR, Department of Architecture DATE

DEAN or ASSOCIATE DEAN DATE
College of Architecture and Design