

## Individually Directed Course Options

Chapman offers a variety of independent and faculty-guided formats to enhance student learning beyond the classroom:

- **Individual Study and Research (299/499)**
- **Student-Faculty Independent Research and/or Creative Activity (291/491/682)**
- **Individualized Experiential Learning Project (IELP) (201/401)**
- **Independent Internships (490)**
- **Reading and Conference Courses (Section 80 of catalog course)**

### Guidelines for use

**Individual Study and Research (299/499/682)** is offered to students to study particular topics that are not provided for by regular curriculum offerings. A 299/499 enables a student to pursue a topic that is directly relevant to the major/minor or to the student's individualized/self-designed program and to do so with a course instructor's oversight. Individual Study and Research may entail research and creative activity that is normally part of any college-level course, expressed in term papers or other culminating projects demonstrating command of course materials and skills. Faculty are compensated directly for such instruction, and 299/499 credits do not accrue toward course release. Example of a recently approved Individual Study and Research topic:

- TH 399-Entertainment Control Systems: projects, papers, and journal; production assignments in AMCEL and Fall Dance Concert, class projects, assigned readings and viewings; approved for 3 credits

**Student-Faculty Independent Research and/or Creative Activity (291/491/682)** allows students to make an original contribution to scholarship in the discipline/creative area in one of three ways: a) work directly with a faculty member on his/her independent scholarly research/creative project(s); b) pursue independent scholarly research and/or scholarly creative activity of the student's design under faculty guidance, c) participate as part of a faculty-led research/creative team. This research is normally extracurricular, meaning outside of a degree or minor program's curriculum and requirements and outside of standard course structure. This option is not intended to replace a capstone in the major (excepting prior approved capstones with a restricted research option) or to supply coverage for a gap in the curriculum/degree program; it is best described as an enhancement of traditional learning formats. Students are required to present their research results at the end of the term, e.g., at the Chapman University Student Research Day. Example of a recently approved Independent Research/Creative Activity topic:

- ENV 491-Environmental Research: conduct size separation, surface area measurement, and simulated gastric leach extractions of arsenic-bearing mine wastes; analyze and plot extraction results; identify trends in arsenic concentration and bioaccessibility as a function of particle size.

**Individualized Experiential Learning Project (IELP) (201/401)** allows a student to propose an experiential project that adds an academic component to an experience in a workplace, organization, or other community setting. In order for the student to earn academic credit, projects must be equivalent to course work in terms of learning objectives and time spent in learning activities. Projects can earn elective credit or, with prior approval, credit in the major,

minor, or Global Citizen Cluster (7CC or 7GC) in the GE program (GE code requires pre-approval). Students work with a faculty advisor to develop project learning objectives; faculty meet regularly with the student to review progress and then assess the outcome. Example of a recently approved IELP:

- Video Project/Dance in World Culture: research, interview, and observe/participate in local Irish, Middle Eastern, American, and African dance instruction; create videos demonstrating cultural elements/rituals associated with dance form; approved for 3 credits/7GC

**Independent Internships (490)** require pre-approval of an internship site outside the University and a set of learning objectives developed by the student and approved by the site supervisor and faculty advisor. Consult the Career Development Center for details.

**Reading and Conference Courses (Section 80 of catalog course)** are offered only when absolutely necessary and when the course is not scheduled. The courses are not offered to resolve scheduling conflicts with other classes or work, or to complete a schedule.

### **291/491/682 Approval Process**

1. The student and sponsoring faculty member prepare a scholarly research/creative activity contract [create link] during the regular registration period for the term in which the project will be conducted. The proposal should:
  - a. Identify the project as one of three appropriate types (scholarly work conducted with a faculty member or faculty team)
  - b. Briefly describe the project
  - c. Articulate learning objectives
  - d. Include a summary of key research/creative tasks and objectives with, where feasible, anticipated dates of completion
  - e. Describe the planned format of the end-of-semester presentation summarizing research conducted
  - f. List the planned frequency/duration of student-faculty meetings to review progress
2. The student or faculty member submits the final proposal to the OUR by the published deadline.
3. The OUR confirms that the proposed research meets the definition of the 291/491/682 FSRB program and notifies faculty and student of the outcome before the start of the term.

### **291/491/682 Academic Policies**

- Students must complete Weekly Progress Reports administered through Blackboard in order to document student research progress/hours on a weekly basis (student tutorial available); these progress reports will only be accessible to the student for the current week and will

become disabled at 5 PM on the Monday after that week has ended to encourage timely completion.

- Faculty must review the Weekly Progress Reports on a regular basis and transfer the number of hours spent on research per week into the Blackboard grading section for that particular 291/491/682 course (faculty tutorial available); this will allow students to track their hours completed during the semester.
- Students must present their research at the end of the semester in a format determined by the faculty mentor (e.g., research report, oral presentation, poster presentation at Chapman Student Research Day); the final presentation must be uploaded onto the relevant Blackboard site by the end of the semester.
- Students must complete the required number of hours of research for the number of 291/491 credits they initially registered for (5 faculty contact hours and 40-50 research hours per credit per semester). Failure to do so will result in a grade of “NP”, “Incomplete”, or “F”.
- The default grading for all 291/491/682 courses will be P/NP; however, students may request a letter grade upon registration with approval of the faculty mentor.

#### Administrative Policies

- Students must register for 291/491/682 credits during the standard course registration enrollment period for the forthcoming term.
- Students may register between 1-3 credits per term.