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|  | Student-Faculty Research/  Creative Activity Application 291 / 491 |

**Registration Instructions for Students**

1. Meet with your faculty mentor to complete this form and to discuss and prepare the agreement; this is an agreement to be completed by the student in consultation with the faculty mentor.
2. Double-check that you have all parts of the agreement filled in correctly. Undergraduate students enroll in 291 or 491. Don’t forget to attach a rubric, developed with the faculty mentor, if the coursework will be graded.
3. Once completed, sign the 291/491 Student-Faculty Research/Creative Activity Agreement included with this application.
4. Request the faculty mentor sign the 291/491 Student-Faculty Research/Creative Activity Agreement after the student signature.
5. Request the Chair/Associate Dean sign the 291/491 Student-Faculty Research/Creative Activity Agreement after the student signature. The Chair/Associate Dean’s signature indicates approval, if all requirements are completed, for the student to do independent research or creative activity and for the faculty mentor to bank the credits; the Chair/Associate Dean is not obligated to sign the form.
6. **The student submits this completed form and signed agreement to the Center for Undergraduate Excellence** [**via online submission**](http://www.chapman.edu/research-and-institutions/office-undergraduate-research-creative-activity/resources-for-undergraduates/student-faculty-independent.aspx) **by the regular registration deadline.** The Center for Undergraduate Excellence will review the form and agreement, notify faculty and student of approval (or request revision), and submit approved projects to the Office of the Registrar for enrollment. See [www.chapman.edu/cue](http://www.chapman.edu/cue) (under Resources for Undergraduates) for online submission.

*Revised 03/19/2018*

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|  | Student-Faculty Research/  Creative Activity Application 291 / 491 |

**Registration materials for 291/491 MUST be submitted electronically via the Center for Undergraduate Excellence website and will NOT be considered after the add/drop deadline for regular courses according to the** [**Academic Calendar**](http://www.chapman.edu/academics/academic-calendar.aspx)**. The Center for Undergraduate Excellence recommends HIGHLY that registrations be submitted during** [**Early Registration**](http://www.chapman.edu/students/academic-resources/registrar/student-services/course-registration/index.aspx)**.** Note that this form must be printed and signed, then uploaded as a pdf. For more information, see [chapman.edu/cue](http://www.chapman.edu/research-and-institutions/office-undergraduate-research-creative-activity/index.aspx)  (under Resources for Undergraduates).

Student-Faculty Research/Creative Activity allows students to work directly with a faculty mentor on independent contributions to that mentor’s scholarly research/creative project(s) or on the student’s independent scholarly research/creative project under faculty guidance. This coursework is available to undergraduate students only. It allows students to make an original contribution to scholarship or creative work in a discipline or across disciplines. Because projects under 291/491 are designed to enhance traditional learning formats, no degree or minor program can require 291/491 for all its students, nor should a program use this system to cover a gap in its curriculum or staffing.

**Requirements - Students**

1. Must complete Weekly Progress Reports through Blackboard to document student research/creative activity progress/hours each week.
2. At a minimum, must fulfill the required number of hours of research/creative activity per semester according to the following scale:
3. 1 credit = 45 hours b. 2 credits = 90 hours c. 3 credits = 135 hours
4. Must have a minimum of 5 individual (not group) faculty contact hours during the semester and document those contact hours in Weekly Progress Reports in Blackboard.
5. Must submit an individual, unique, representative summary of their research/creative activity at the end of the semester in the format determined by the faculty mentor (e.g. research report, scholarly essay, video of performance or presentation, photographs of artwork, poster for CUSRD); the final summary (Deliverable) should be uploaded onto Blackboard by the end of the semester. In the case of collaborative projects, each student must either upload a distinct, individual deliverable or add a distinct, individual component that makes clear the student’s individual contributions to and/or learning from the semester’s work (e.g., a two-page write-up).
6. Failure to meet these requirements can result in a grade of “NP” or “F” for the course.

**Requirements – Faculty**

1. Must be full-time faculty and cannot be on sabbatical or research leave.
2. Must review and confirm student research/creative activity hours via the Weekly Progress Reports function in Blackboard on a regular basis (recommended weekly) and transfer the number of hours the student spent on research/creative activity per week into the Blackboard Grade Center.
3. Must have a minimum of 5 individual (not group) contact hours with each student during the semester.
4. Failure to meet these requirements will result in forfeiting credits.

**Grading Option**: Pass/No Pass is the preferred grading option. ***If student opts for a grade, faculty must include a grading rubric as part of the contract.***

Student Name: ID#: @mail.chapman.edu

***Rubric required***

***if graded.***

DEPT COURSE: # 291 491 Section# Pass/No Pass Graded

(Dept. Course Subject) (Check One Course Number) (Registrar’s Office Only) (Check One Grading Option)

Title of Research or Creative Activity: (attach contract/proposal)

Credits (check one): 1 2 3 Semester: Year: Applicable Fees:

**By signing this contract, student and faculty agree to requirements and conditions as stated above.**

Student’s Signature: Date:

□ Approved □ Denied

Print Faculty Mentor’s Name Signature Date

□ Approved □ Denied

Print Chair/Assoc. Dean’s Name Signature Date

□ Approved □ Denied

Print Center for Undergraduate Excellence Name Signature Date

*Revised 03/19/2018*

**291/491 Student-Faculty Research Agreement**

**Title of Research or Creative Activity:**

**Brief description of the project:**

**Course learning outcomes:**

1.

2.

3.

**Summary of research/creative tasks and objectives**:

|  |  |
| --- | --- |
| **Task** | **Anticipated date of completion** |
|  |  |
|  |  |
|  |  |
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**Format of end-of-semester Deliverable:** (to be uploaded into Blackboard by the end of last week of regular classes)

**Plan for student-faculty meetings:** (5 hrs. individual—not group—student-faculty contact hours; while individual student-faculty meeting dates can be designated in this agreement, a clear plan for meetings and meeting length without specific dates is acceptable)

***By signing this agreement, all parties agree to the requirements and conditions as stated in the 291/491 registration application and this agreement.***

**Student Name – Print Student Signature**

[\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_@mail.chapman.edu](mailto:__________________@mail.chapman.edu) or @chapman.edu

**Student Email Semester Year**

**Faculty Mentor Name - Print Faculty Mentor Signature**

[\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_@chapman.edu](mailto:_______________________@chapman.edu)

**Faculty Mentor Email**

*Revised 03/19/2018*