

PROPOSAL FOR FIELDWORK

Fall 20____
Spring 20____

Fieldwork projects may be planned by selected students as part of a regular program during the academic year, during the summer, or while on a leave of absence from the college. Such projects normally grow out of a course in which the theoretical aspects of the subject have been explored. Fieldwork provides students the opportunity to draw conclusions about the practical significance of previously explored theory, and to analyze the relationship between the academic treatment of a subject and its systematic occurrence in the culture at large. Generally, these courses are reserved for advanced students with good academic records.

Please complete your proposal thoroughly and with care. It will be evaluated by the Curriculum Committee and the Committee for Student Work. If it is approved, you may register the course, and this proposal will become part of your permanent record at the college. Any incomplete or insufficient proposals will be returned to you for revision.

The deadline for completed forms is one week before the last day of the add-drop period.

REGISTRATION WILL BE CLOSED AFTER THAT DATE.

Student: _____ Faculty Sponsor _____

Class: _____ e-mail: _____ Student I.D.# _____

Title of course: _____ Credit(s) requested: _____

Institution/Organization: _____

Off-Campus Supervisor: _____ Telephone: _____

Address: _____ Fax #: _____

Signature: _____ Date: _____

This form will not be considered without the following signatures.

I agree to pursue and complete the course of study described in this proposal _____
(student signature)

I agree to supervise the course of study described. _____
(Faculty signature)

My teaching load this semester includes _____ students and _____ donnees. I serve on the following committees:

I support this course of study. _____
(Don's signature)

- - - - - **FOR OFFICE USE ONLY** - - - - -

C.S.W. _____, Date _____ Curriculum Comm. _____, Date _____

COURSE # Assigned by Registrar's Office: ____ - ____ - ____ (3rd cs. ____ or 4th cs. ____)

GUIDELINES FOR FIELDWORK COURSES

Fieldwork courses combine work in an off-campus organization with independent academic study. Ideally, they represent a practical application of a theoretical approach -- and/or "real world" exposure to a particular subject -- that the student has already learned about in an academic setting. Generally, fieldwork courses are reserved for advanced students with good academic records. They are not assigned grades, only written evaluations, and are taken on a pass/fail basis. Fieldwork courses may be taken as part of a student's regular program during the academic year, during the summer, or while on a leave of absence from the College.

Students wishing to arrange fieldwork courses must begin by finding a faculty member willing and able to supervise the proposed course of study. Together they should discuss the student's fieldwork objectives, with particular attention to how the proposed work experience will be grounded in and enhanced by the academic part of the course. In consultation with the faculty sponsor, the student should then prepare a formal fieldwork proposal, attach it to this completed form (including all signatures), and submit the application to the Dean of Studies Office for approval by the Committee on Student Work and then Curriculum Committee. The deadline for completed applications is one week before the last day of the add-drop period.

Proposals will be approved on the basis of how well they accomplish the following:

1. Briefly describe the institution or organization that the student proposes to affiliate with; state the nature, hours, and duration of the proposed work; and indicate what (if any) arrangements have been made to date.
2. Describe the independent academic study/research that the student proposes to pursue in conjunction with the aforementioned off-campus work, and explain the connection between the two; **include a bibliography of all proposed readings.**
3. Explain how the proposed course fits into the individual student's educational goals and plans for the future, and present evidence that the student has sufficient background -- academic and (if needed) non-academic -- to successfully carry it out.
4. Explain the nature and frequency of meetings with the faculty advisor; indicate the study/research outcomes (e.g. papers, oral reports, journals, etc.) that the student has agreed to provide the advisor; and spell out the criteria on which the student's final evaluation by the advisor will be based (e.g. written work, the evaluation of an off-campus supervisor, etc.).
5. Propose and justify a specific number of credits that the student would receive upon full and satisfactory completion of the course; the general guidelines are that a student who works 6 to 8 hours a week would consider a 2 or 3 credit assessment, while one who works 12 to 16 hours might request 5 credits. Reading and writing should be commensurate.

Incomplete proposals will be returned for amplification. If approved, the entire application is placed in the student's permanent file.