Description of a Directed Study

A Directed Study is a CAS course in which a student pursues independent research under the guidance of a faculty member. A student may choose to undertake a Directed Study for the following reasons: 1) to pursue in depth an area covered more generally in a course, or 2) to explore a topic not normally covered in the curriculum. In either case, it is the student’s responsibility to identify the topic fully and to acquire enough information to ensure its worthiness for independent research.

Creating a Directed Study Proposal: Student and Supervising Faculty Member

1. After a topic has been chosen, **decide how much time should be devoted to the Directed Study.** Unlike most courses, a Directed Study may be tailored so that a student may earn from *one to six credits*, depending upon the amount of time spent in work. It is important to remember that the number of credits received for a Directed Study should be reflected in the amount of work detailed in the proposal. This work should include meetings with the supervising faculty member, an appropriate amount of reading and research, and an appropriate number of written pages.

2. **Identify key references** (books, journal articles, or other sources) pertinent to the start of the project.

3. **Arrange a meeting between the student and supervising faculty member.** The design of a clear, explicit plan for the completion of the course is the main purpose of this initial conference. Topics to cover should include: supervision, a tentative list of references and research materials, and assignments to be completed. Often, but not necessarily in every case, the work entails a major paper or a series of papers.

   *It is important to allow yourself ample time to create a thorough and academically rigorous proposal. You should begin thinking about your Directed Study during the semester prior to your anticipated registration. It is not recommended that you begin creating a proposal once the semester has already begun.*

CAS Policies Regarding Directed Study

1. CAS Directed Studies must involve a subject area within the liberal arts. For example, a CAS Directed Study may not be undertaken in the area of business management or public relations.

2. Your supervising faculty member must be CAS faculty.
3. A Directed Study may not be used to replace a course currently offered in the College of Arts and Sciences.
4. A Directed Study may not be used to fulfill a college requirement.
5. A Directed Study may not be used to fulfill the CAS language requirement.
6. A student may not receive more than six credits for one Directed Study.
7. Students may not complete more than three Directed Studies for a total of 12 credits while at the College of Arts and Sciences.

Internships

The College of Arts and Sciences does not award academic credit for internships, other than those offered in the context of Boston University International Programs. However, you may use an internship as the starting point for a Directed Study proposal. To do this, your internship must be in a liberal arts field. You must follow all the procedures listed above, and your Directed Study must contain a substantial academic component. The internship can provide you with valuable literature and field research upon which you may base your Directed Study.

Applying for a Directed Study

1. Please fill out all three sections on the Directed Study application, noting which sections are to be completed by you, and which sections by your professor.
2. After the student and supervising faculty member have signed the appropriate section of the application, the Department Chair’s approval is required. Applications that are submitted to 100 Bay State Road without a Department Chairman’s signature will be returned to the student.
3. The completed application should be submitted in the CAS Advising Center (100 Bay State Rd, Room 401), where it will be reviewed by the Directed Study Coordinator. Upon approval, the student will be registered for the course by the CAS academic advising staff. A student may not register him/herself for this course. Students will receive notification once they have been registered.
4. All applications must be submitted to 100 Bay State Rd no later than the last day to ADD a class for the semester in which the Directed Study will occur. Please keep a copy of the application for yourself, and give one to your professor.

PLEASE READ ALL OF THE ABOVE INFORMATION CAREFULLY BEFORE BEGINNING THE APPLICATION PROCESS.
PART 1: TO BE COMPLETED BY THE STUDENT

Date of application: ____________________________
(Must be no later than the last day to add a class for the selected semester)

Department of Directed Study: ____________________________

Supervising Faculty Member: ________________ Phone: __________ email: __________

Credit Value of Directed Study: __________

Name: ___________________________________________ ID#: __________________

Address: __________________________________________

(Street) (City) (State) (Zip Code)

Phone Number: __________________________ email: __________________________

Concentration: __________________________ Year of Graduation: __________

Directed Study application is for (please circle)

FALL SPRING SUMMER 1 SUMMER 2 Year __________

Please list all previous Directed Studies taken: (Note: 12 credit limit)

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Please answer the following questions on an attached sheet:
1. State clearly the objective, plan of study, and rationale for this Directed Study course. Include a complete bibliography of readings to be completed. If course work takes you off-campus, state the location of the proposed course work. Attach extra pages if needed.

2. State concisely how this Directed Study course fits in with your overall academic program, in relation to both previous work and future goals. Please note that a Directed Study course may not be used under any circumstances, to fulfill a divisional studies requirement.
PART TWO: TO BE COMPLETED BY THE SUPERVISING FACULTY MEMBER

In order for this agreement to be clearly stated for all concerned, please indicate what percentage each of the following factors will contribute to the student’s final grade. This section must be completed thoroughly, as it forms the basis of the contract between the faculty advisor and the student.

**Attendance**
Indicate the approximate number of meetings to be scheduled during the semester. __________

Indicate what percentage of the final grade will be reflected by attendance. __________

**Written work**
Indicate the number of papers required and the approximate length of each paper. __________

Indicate what percentage of the final grade will be reflected by written work. __________

**Other preparation required for final grade:** (please specify and include percentage)

__________________________________________

__________________________________________

__________________________________________

__________________________________________

Credit Value of Directed Study: __________

PART THREE: SIGNATURES

1. Student: _____________________________ Date: __________

2. Supervising Faculty Member: __________________________
   (please print)
   ___________________________ Date: __________
   (signature)

3. Department Chairman: __________________________ Date: __________

4. Directed Study Coordinator: __________________________ Date: __________
   (located in CAS Advising Center, 100 Bay State Rd, Room 401)

*Please keep a copy of this application and submit the original to the*
CAS Advising Center at 100 Bay State Rd, Room 401.