

DIRECTED STUDY APPLICATION

What is Directed Study?

Directed Study is a College of General Studies course in which a student pursues independent research for academic credit under the guidance of a faculty member. A student who undertakes a Directed Study usually does so to explore in more depth areas covered broadly in courses, or to explore topics not ordinarily covered in the CGS required courses. In most cases, students initiate the Directed Study, i.e., they have an idea for a course of study and they approach a CGS faculty member to work with them for Directed Study credit. In other cases, however, students may also request Directed Study credit for working with a CGS professor through the *Undergraduate Research Opportunities Program (UROP)*, which is a University-wide academic program that promotes Boston University undergraduates' participation in faculty-mentored research projects across all disciplines. For more information on the Undergraduate Research Opportunities Program visit www.bu.edu/urop.

College of General Studies Policies for Directed Study

- It is the student's responsibility to clearly identify the topic and to submit a proposal for a Directed Study. Sufficient time should be allotted to develop a thorough and academically rigorous proposal.
- A Directed Study course may not be used to fulfill a CGS required course.
- A CGS Directed Study may not be used to fulfill HUB units.
- CGS Directed Study must involve a subject area within the liberal arts. A student may not undertake a Directed Study in business management.
- The supervising faculty must be a CGS professor.
- A student may not receive more than four credits for one Directed Study.
- If taking a Directed Study places a student into an overload, the student is responsible for paying overload charges at the current tuition credit rate.
- A student may not complete more than six credits of Directed Study as a CGS student.

Guidelines for arranging a Directed Study

- Identify the topic. What is the area or subject of interest? What are your research questions?
- Arrange an initial conference with the supervising faculty member(s). The purpose of the meeting is to design a cogent plan for completion of the course. Topics to discuss:
 - **Readings:** What will you be reading—journal articles, essays, books? Specify the number of pages.
 - **Writing:** What are the specific writing requirements? Journal entries, annotated bibliographies, research papers, etc.? How many pages of writing will be graded or reviewed by the professor in total?
 - **Exams:** Will there be an examination component to the Study?
 - **Field Work:** Is there an experiential piece to your Directed Study, e.g., lab work, internship, other field experiences?
 - **Contact Hours with your Professor:** How often will you meet with your professor? What will be the nature of the meetings?
 - **Timeline:** When are your assignments due? When will your exams take place (if applicable)?

There are two sections of the application. One is to be completed by the student, the other by the supervising faculty member. Once the application is complete, the student submits it to the Center for Interdisciplinary Teaching & Learning (CITL), CGS 215.

Student Section

| | |
|---------------|-----------|
| Student Name: | BUID#: |
| Phone #: | Email: |
| Address: | |
| Class Year: | CGS Team: |

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|---|------|--------|------|------|
| Date of application: | | | | |
| Directed Study is for: | FALL | SPRING | SUM1 | SUM2 |
| Division of Directed Study: | HU | NS | RH | SS |
| Credit Value of Directed Study: | | | | |
| Supervising Faculty Member: | | | | |
| Phone: | | Email: | | |
| Supervising Faculty Member: | | | | |
| Phone: | | Email: | | |
| If applicable, please list previous Directed Studies: | | | | |

Please address the following and attach to application:

- State the objective and rationale for the Directed Study course. Include a detailed description of your plan of study: your research question(s), a complete bibliography of the required readings, a description of the writing and field experience requirements, a timeline of due dates and contact hours, any other requirements of the course agreed upon by you and your professor.
- Please describe how the Directed Study fits in with your overall academic program as well as your future academic and career goals.

Supervising Faculty Member Section

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|--|--|--|---------------------------------|
| Attendance: Approximate number of meetings: | | Percentage of final grade reflected by attendance: | |
| Written Work: Approx. number of papers required: | Approx. length of writing assignments: | Percentage of final grade reflected by writing: | |
| Other requirements for final grade (please specify and include percentages): | | | Credit Value of Directed Study: |

Signatures

You and your supervising faculty must sign the application below (you do not have to obtain the Divisional Chair's and Directed Study Coordinator's signatures).

Student: _____ Date: _____

Supervising Faculty: _____ Date: _____

Supervising Faculty: _____ Date: _____

CGS Student Services Office use only

Divisional Chair: _____ Date: _____

Directed Study Coordinator: _____ Date: _____
(Associate Dean Davida Pines, CGS room 215)