



UNIVERSITY OF GUAM SPECIAL PROJECT (UNDERGRADUATE) COURSES CHECKLIST

Special Projects are courses for individual students, including problems, special studies, and individual research. The course number designation for these courses includes 190, 290, 390, and 490. Enrollment in these courses requires the Advisor's, Instructor's, Division Chair's, and Dean's approval.

The following checklist serves as a guide to students and instructors for all Special Project Courses:

- The student will complete the "Special Project Course" form, found on page 2 of this Checklist.
- The student will schedule and meet with proposed instructor to discuss the proposed project in detail before registering for the course. This includes course objectives, learning outcomes, project report grading rubric, and meeting schedule. The required contact hours must be met between the student and the instructor for academic credit. (e.g., 15 contact hours for 1 credit hour; 30 contact hours for 2 credit hours, and 45 contact hours for 3 credit hours).
- Once the student and instructor reach an agreement on the project description, the student completes the form and obtains the instructor's, advisor's, division chair's and dean's signature.
- The student must submit the Special Project Course form, along with payment for registration and required fees, to the Office of Professional and International Programs located in the 2nd floor of the Computer Center building.
- The student is responsible for compiling a bibliography and project proposal outline, including a timetable of projected completion dates for the various phases of the project.
- When the project involves research, the student must submit a prospectus. Projects involving research may be specified in the appropriate style manual. Note that the UOG RFK Library's website www.uog.edu/library has a link to "Research and Writing Tips" which provides both APA and MLA writing/citation styles. If you are uncertain which style manual to use, ask your instructor.
- A student who plans to engage in primary research involving humans participating as subjects in a research study must clear through the IRB process. The purpose of an IRB review is to assure, both in advance and by periodic review, that appropriate steps are taken to protect the rights and welfare of those participating as subjects in a research study. For guidelines and forms, go to the "Institution Review Board/Committee on Human Research Projects" link at www.uog.edu/dynamicdata/officesponsoredprograms.aspx?siteid=1&p=64
- The student will complete the research and prepare the initial draft of the paper.
- The student will submit the initial draft of the paper to the instructor for evaluation and suggestions for revision.
- The student will make the suggested revisions; resubmit the paper to the instructor. Repeat this step within the semester registered until paper is approved for final grade.
- The instructor will submit the final grade by the required deadline.

[Source: UOG Undergraduate Catalog 2010-2011; adopted from Western Michigan University MUS 6910 Form and Checklist, College of Fine Arts rev 8/07, School of Music, MUS 6910 Culminating Project Form and Checklist, http://www.wmich.edu/music/pdfs/grad_forms/6910_form.pdf]



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TYPE OF APPLICATION – PLEASE SPECIFY:

- APPLICATION FOR COURSE BY CONFERENCE
- APPLICATION FOR SPECIAL PROJECT
- APPLICATION FOR THESIS COURSE

CHECK WITH THE REGISTRAR’S OFFICE FOR ELIGIBILITY BEFORE FILLING OUT THIS FORM OR MAKING PAYMENT FOR THIS COURSE

PLEASE PRINT CLEARLY

DATE: _____ GRADUATE UNDERGRADUATE

SEMESTER / YEAR: _____

INFORMATION REQUIRED FOR ALL THREE TYPES OF APPLICATION

LAST NAME FIRST MIDDLE SS/REG. NO.

COURSE NUMBER COURSE TITLE CREDIT HOURS CLASS LEVEL

START DATE: _____ END DATE: _____ LOCATION: _____

MEETING DAYS: _____ MEETING HOURS: _____ TOTAL NUMBER OF CONTACT HOURS: _____
(must equal at least 15 hours per credit; see catalog for labs or studios)

FOR COURSE BY CONFERENCE

REASON FOR REQUEST: _____

(A conference course is a regular catalog course that is not offered in the current semester.)

FOR SPECIAL PROJECTS

SUBJECT/TITLE OF PROJECT: _____

(Attach: Course Outline; instructor’s methods for the course; texts, references, other materials for the course; and instructor’s means of evaluating student progress)

FOR THESIS

SUBJECT OF THESIS _____ THESIS ADVISOR _____

(Print Name)

SIGNATURES (Required for all three types of application):

ADVISOR’S SIGNATURE DATE ADMINISTRATIVE CHAIR/GRAD PROGRAM CHAIR DATE

INSTRUCTOR’S NAME (Print)/ SIGNATURE DATE DEAN DATE

STUDENT’S SIGNATURE DATE GRADUATE STUDIES COORDINATOR (if applicable) DATE