

**GUIDELINES FOR
PREPARATION OF UNDERGRADUATE FIELDWORK PROPOSALS
IN LIBERAL ARTS AND SCIENCES
Effective Spring 2004**

A student may take up to 15 credits of any combination of Fieldwork and Independent Study toward the 120 credits required for graduation.

Responsibility for creating a Fieldwork proposal rests with the student and the faculty sponsor. The student must present the faculty sponsor with an up-to-date student transcript, which will be attached to the proposal. The chair of the academic department in which the course is to be offered is responsible for reviewing the qualifications of the student and the content of the course. If the course is approved by the faculty sponsor and the chair, the Associate Dean will review the written proposal and, if appropriate, interview the student or faculty sponsor.

All projects will be evaluated by the faculty sponsor in writing at both the midterm and final exam period of the semester.

Forms for the submission of proposals are available in the Dean's office (JFT 610) and on the LA&S Web site. They require approval by the faculty sponsor, the student's faculty advisor, the chair of the department offering the Fieldwork, and the faculty associate dean.

- (a) Students proposing to do Fieldwork involving agencies on or off campus must have completed 60 credits toward the degree with a cumulative grade point average of 2.5 and a grade point average of 3.0 in courses taken in the major department (and in the department offering the Fieldwork credit, if they are different).
- (b) The Fieldwork must be related to one of the students' primary areas of interest, with appropriate prerequisite academic, on-campus courses or co-requisites taken in conjunction with the Fieldwork.
- (c) The proposal must describe the responsibilities of the student at the site in detail. It must include the number of hours the student is to work each week, the tasks the student is to perform and the methods by which the student's performance will be evaluated. The site supervisor's name, address, and telephone number must be included.
- (d) The student may be required to do substantial reading in association with the field assignment. A detailed list of the required reading must accompany the proposal together with a statement describing the methods for evaluating progress in doing the reading.
- (e) The student is required to complete appropriate written assignments in association with the Fieldwork assignment. The proposal should include a description of those assignments, and the way they will be evaluated.
- (f) The faculty sponsor will become acquainted with the supervisor before approving the proposal and procure an evaluation of the student by the onsite supervisor at both midterm and final exam time.