

Office of Records & Registration, SUNY New Paltz, 500 Hawk Drive, New Paltz, NY 12561-2439

**Semester and year:**

Fall     Winter     Spring     Summer    20\_\_\_\_

**PLEASE ATTACH A CURRENT TRANSCRIPT TO THIS FORM.**

The guidelines for fieldwork vary. Consult the appropriate faculty dean for further information.

Last Name _____	First _____	MI _____	Student ID Number <table border="1" style="display:inline-table; border-collapse: collapse;"><tr><td style="width:15px; text-align:center">N</td><td style="width:15px;"></td><td style="width:15px;"></td><td style="width:15px;"></td><td style="width:15px;"></td><td style="width:15px;"></td><td style="width:15px;"></td><td style="width:15px;"></td><td style="width:15px;"></td><td style="width:15px;"></td></tr></table>	N									
N													
Local Address: Street _____		Apt. No. _____	E-mail _____										
City _____	State _____	Zip Code _____	Telephone Number (____) _____										
Total credits registered _____													

COURSE NO. _____	<b>Check one:</b>	SECTION NO. _____ (Assigned by Records & Registration)
Undergraduate level _____ Subject (ex: CHE, MUS, BIO) _____	494 _____	CREDITS _____
Graduate level _____ Subject (ex: CHE, MUS, BIO) _____	594 _____ 794 _____	LA _____ (yes)                      (no) (Assigned by Dean)
Grade mode <input type="checkbox"/> Letter grades <input type="checkbox"/> Pass/Fail		

**PROJECT INFORMATION: This information must be completely filled out or the form will be returned unprocessed.**

A. Title of Project: \_\_\_\_\_

B. Name of Organization: \_\_\_\_\_

Street Address _____	Apt. No. _____	On-Site Supervisor _____
City _____	State _____	Zip Code _____
		Telephone Number (____) _____
		Number of Hours/Week _____

- C. Describe your proposed fieldwork project. Type/print clearly. Use additional pages if necessary.
1. What are your responsibilities on the site? What special project will you be working on? What do you expect to learn?
  2. How is the proposal related to your major areas of interest? Describe the course work you have completed which provides appropriate background to the project.
  3. What is the proposed method of study? Where appropriate, cite readings and practical experience.
- D. To be completed by the instructor. Please include the following information on an attached document:  
Student learning outcomes, reading materials and assignments (if applicable), explanation of course grading policies (with a basis for mid-term evaluation), and method of determining the final grade (including relative weight of each assignment).

Signature of Student _____	Date _____	Print Instructor's Name _____	Date _____
Signature of Department Chair _____	Date _____	Signature of Instructor _____	Date _____
Signature of Dean _____	Date _____	Instructor Banner ID Number <b>(REQUIRED)</b> _____	

Dean approval for excess credit (if necessary)