

Independent Project Proposal

Please review and read the course descriptions on the reverse side carefully. Complete this form with the applicable information, obtain the approval and signature from a supervising faculty member, and attach an outline of your proposed project by the Add Deadline for the selected term. Electronic signatures can be accepted only if the form is submitted through the Mitchell Hamline email system.

Return completed form to the Registrar's Office (registrar@mitchellhamline.edu).

Section 1. Student Information

Student ID#: _____

Last Name: _____ First Name: _____

Email Address: _____

Current Cumulative GPA _____ Expected Graduation Term _____

Students must be in good academic standing to participate in an independent project (independent long paper, research, internship with professor). Students must be in their final two semesters to register for an independent long paper.

Section 2. Course Information

☐ Independent Research (4255) – Traditional Letter Grade

☐ I will be completing my independent Long Paper with my research (ARW) (2-credits or more)

☐ Independent Long Paper (4260) – Traditional Letter Grade (2-credits)

☐ Internship with Professor (4285) – Pass/Fail

Semester: ☐ Fall ☐ J-term ☐ Spring ☐ Summer Year: 20____

Independent Research and Independent Long Paper *not* available during J-term

Number of credits requested: (0-3) _____

See reverse side for information to determine credit value.

Has this project made use of any previous writing done to fulfill the requirements of another course?

☐ Yes ☐ No

Section 3. Signatures

Student: I have read the respective Independent Project course description and have attached a detailed proposal.

Student Signature: _____ Date: _____

Supervising Professor: I have agreed to supervise this Independent Project.

Supervising Professor: _____

Supervising Professor's Signature: _____ Date: _____

Office use only

Date received _____

Date processed _____

Completed by _____

Independent Research: Academic credit will be awarded for independent research upon determination that the student has completed a project of sufficient complexity to require at least 45 hours of work per credit hour awarded.

Independent Research with Long Paper: Students must complete **at least 8,500 words (2-credits or more)**, excluding footnotes, to fulfill the ARW requirement. Student intending to fulfill the ARW requirement should refer to the [MHSL catalog section 1.03](#) for proposal requirements and format.

Students are responsible for tracking the time spent in researching, writing, and conferring with a faculty supervisor on an independent research project, and supervising faculty are responsible for verifying that the time expended by each student justifies the credit awarded.

Independent research proposals should include information sufficient to demonstrate that the project will justify the award of credit proposed. It is presumed for planning and approval purposes that a proposal for a research paper will justify an award of credit as follows:

1 credit	1) At least 5,000 words, and 2) the judgment of both the faculty member supervising the Independent Research project and the faculty member who approves all Independent Research proposals that the project will require the student to spend at least 45 hours researching and writing the paper and conferring with the student's faculty supervisor.
2 credits	1) At least 8,500 words, and 2) the judgment of both the faculty member supervising the Independent Research/Long Paper project and the faculty member who approves all Independent Research proposals that the project will require the student to spend at least 90 hours researching and writing the paper and conferring with the student's faculty supervisor.
3 credits	1) At least 12,000 words, and 2) the judgment of both the faculty member supervising the Independent Research/Long Paper project and the faculty member who approves all Independent Research proposals that the project will require the student to spend at least 135 hours researching and writing the paper and conferring with the student's faculty supervisor. <u>Three credits will be awarded only in rare circumstances.</u>

This presumption applies at the time a proposal is approved and does not substitute for a demonstration that the time actually expended on the Independent Research/Long Paper project justifies the academic credit awarded. Independent Research/Long Paper will be graded on a letter grade scale only.

Independent Long Paper: Students may earn two (2) credits and a letter grade A-F. Students may request a waiver from the Vice Dean for Academic Affairs for an independent long paper for fewer than two credits, but not more. The requirements to fulfill the advanced research and writing requirement remain the same regardless of the credits proposed.

Internship with Professor: Academic credit will be awarded for work on an Internship with Professor upon determination that the student has completed **at least 45 hours of work per credit hours**. Students may elect **no more than 2 credits for an Internship with Professor and will be graded on a pass/fail basis**. Internship with Professor Proposals should include information on 1) the scope and purpose of the project, 2) the tasks that student will conduct, and 3) the learning objectives for the internship.