Senior Project Approval form (formerly CAR form)
UMTC College of Liberal Arts
Biology, Society, and Environment Major (B.A.)

Please print legibly!

Term/Year of graduation:
_______/_______

I: FULL NAME: ___________________________________________ Student ID no.: __________________

II. SP REGISTRATION: I have registered for _________ credits in the following Senior Project course:

a) Course #: __________________ Course Name: __________________

b) 2xcr SP (See page 2): I am concurrently enrolled in this 2xcr eligible course (see list): ________________

III: WORKING TITLE:
__________________________________________________________________________

IV. PROJECT PROPOSAL:
Describe project here

-AND-

Attach ‘a’ or ‘b’:

☐ a) Abstract of Proposed Project (75-150 words) ☐ b) Copy of UMN contract (CLA/CBS/SPH)

Note: Contract text must be legible (See Instructions.)

V. SUPERVISOR INFORMATION:
______________________________________________________________________________
Name & Position of SP Supervisor

UofM Dept./School/Research Institute Phone Email

Co-Supervisor (if any): __________________________ Name __________________________ Position/Institution __________________________ Email __________________________

VI. PROJECT OUTCOME/GRADING CRITERIA: Grade will be based on the following outcome(s):


☐ Option 2: 2 page Project Summary plus research &/or additional outcome e.g, annotated bibliography, poster or oral presentation, contribution to a jointly authored article, brochure, other:

☐ Option 3: 2xcr expanded Term Project: Describe additional & total work completed for the class & 2xcr project.

Students submit a copy of their full project or a 2 page Project Summary to BSE Advisor on completion. See page 2

ALL: Details: Proposed page length, number of references &/or other criteria:

__________________________________________________________________________

VII: PROJECT APPROVAL: This project is intended to fulfill the BSE Senior Project requirement.

☐ I request Approval of my Senior Project proposal (Student): __________________________ date:

☐ I will supervise & grade this Senior Project (Supervisor): __________________________ date:

☐ BSE SP Proposal & Registration Plan is Approved. Initials & date of BSE Advisor or Coordinator:

See Advising Website for Additional Information on SP planning and deadlines: http://www.geog.umn.edu/ugrad/Department of Geography, Environment & Society (GES)
Who should complete this form: All BSE students must complete this form within two weeks of registering for their Senior Project course, or by the 5th week of classes, whichever is earlier. The deadline for completing registration for the BSE SP is also the 5th week of classes.

Developing the Senior Project (SP) and Project Outcomes: Most UMTC faculty and staff members holding an advanced degree and qualified to grade student work may supervise a BSE senior project. As a multi-disciplinary major, our students complete a wide variety of traditional and interdisciplinary projects. In general, a student's senior project should be appropriate to the intellectual interests and life/career goals of the student. Many supervisors require discipline specific outcomes, such as a formal thesis or laboratory report, in accordance with what would be completed by any other student in the faculty's discipline. Other supervisors allow students to pursue interdisciplinary or “creative” outcomes. We do respectfully request that the standards for project definition and grading are comparable to those of the supervisor’s discipline, to insure the integrity of the BSE degree.

Submit Project to BSE Advising on completion.

II. SP Course Registration and credits:
Contact BSE Advisor with course registration questions.
Complete a 3-4 credit project or a “2xcr project.” Laboratory and field research projects may require a two-semester commitment. Registration for less than 3 credits is only allowed as follows: Phil 3993 (2cr), URBS 3955W (2cr), & for a 2xcr projects (see “IIb” below) or register for 3-4 credits across two semesters.

a) All students: Enter course information and number of credits. Most students register for 3-4 credits in a Directed Research, Directed Studies, or Major Paper course in the Supervisor’s department. If no course is available (AHC faculty and others), registration will be arranged through CLA via Coordinated Directed Research (CDR).

b) 2xcr Projects Only: Enter name & number of “parent” course that qualifies as a BSE core or theme elective. See below and “BSE 2xcr SP Guidelines” for details about approved parent courses & other 2xcr SP guidelines.

2xcr Project Information: Only BSE Core & Elective courses offered by a CLA department may be used as the parent course for a 2xcr SP. CLA courses with these designators qualify as parent & 2xcr courses: ANTH, CSCL, GLOS, GEOG, GWSS, PHIL, and SOC. Students working with BTHX, HSCI, or PUBH instructors must arrange 3 credit projects. Indicate: a) work to be completed for the 2xcr assignment; and b) the total assignment for the course (e.g., Additional 5-7pp for 2xcr plus 12-15pp paper w/ 10 references req. for parent course; total = 17-22 pages; 15 references min.

III./IV. Project Title, Proposal, and Registration Forms:
Enter a descriptive title and brief 1-2 line project description AND attach “a” or “b”

a) Project Abstract: If no formal contract is needed, attach a supervisor-approved project abstract. Abstract must include title, student, supervisor (and co-supervisor) names, and details about the intellectual & practical goals, methods, and project outcome (75-150 words). Title & project outcome(s) must match SPA (III & VI). Change in title, method, topic, etc. do not require a new SPA; substantially revised project outcomes do.

b) Registration forms: If student completes a form to register for the course, this form must be submitted with the SPA. The contract must be legible. I.e., text from an online contract may be cut and pasted into another document and submitted along with the approved contract.

Honors Students: Submit SPA, ‘a’ or ‘b,’ and a copy of the Honors Thesis Proposal Form to BSE Advising.

VI. Project Outcomes/Grading Criteria: Select an option and sub-option(s). Quantify outcomes. Student & supervisor should discuss quantity and quality of work, e.g., references, acceptable sources, page-length, &/or length of presentations, as appropriate to project. Submit amended SPA if project outcomes change significantly.

VII. Project Approval: Student, Supervisor, and BSE Advisor sign SPA to approve senior project. Supervisor submits grade to registrar (unless CDR). APAS updated upon receipt of Thesis/Project Summary at end of semester.

See also: BSE SP & Directed Research Info Sheet
BSE 2xcr SP Info Sheet, and Pathways to SP (on web)
Register A/F unless S/N is only option (CBS)

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Department of Geography, Environment & Society (GES)