Submit SPA form to BSE Advising by 5th week of classes

Senior Project Approval form (formerly CAR form)
UMTC  College of Liberal Arts
Biology, Society, and Environment Major (B.A.)
See page 2 for directions

Graduation Term: 

SP Term: 

I: STUDENT NAME: ___________________________________________ Student ID no.: _______________________

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

ALL: SP Course Name & Number (e.g., Dir Research, GCD 4994): ______________________________________

b) 2xcr SP only (See page 2): I am concurrently enrolled in a 2xcr eligible course (see list): ____________

III: PROJECT DESCRIPTION: Attach □ A) Project Abstract -or- □ B) Copy of Directed Research Contract
Working title: ____________________________________________

Brief Project Summary: ________________________________________________

IV. PROJECT OUTCOME/GRADING CRITERIA (Check all that apply):

□ Project Summary: 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: ________________________________

□ 2XCR expanded course Project: Expanded term paper or 2 page Project Summary plus additional work.

All: Identify Grading Criteria:
E.g., Proposed page length, no. of references &/or other criteria

VI. SUPERVISOR NAME & POSITION: __________________________

UofM Dept./School/Research Institute of SP Supervisor

Phone

Email

Co-Supervisor (if any): Name, Unit, & Email: ______________________

VII: PROJECT APPROVAL: This project will fulfill the BSE Major Senior Project requirement.

Supervisor Signs: __________________________ date: __________ (Initials & date):

□ Proposal & Course Plan is Approved.

Student Signs: __________________________ date: __________

** Student submits all project outcome identified in “V.” at end of SP term to: geogadv@umn.edu

**Supervisor submits grade to registrar by following their unit’s procedures –or-- If student registers in BSE 3996 or 3997 (Coordinated Directed Research), supervisor submits grade to squires@umn.edu & cc’s jsimmond@umn.edu

See BSE Advising Website for Additional Information on SP planning and deadlines: http://www.geog.umn.edu/ugrad/Department of Geography, Environment & Society (GES)
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 course registration deadline is also the 5th week of classes.

*Also complete a SPP form (Senior Project Planning) prior to SP semester.

**General Information for Supervisors and Students:** Most UMTC faculty and staff members holding an advanced degree and qualified to grade student work at UMTC may supervise a BSE senior project. As a multi-disciplinary major, our students complete a wide variety of traditional and interdisciplinary projects. Many supervisors require discipline specific outcomes such as a formal thesis or laboratory report. Other supervisors allow students to pursue projects having interdisciplinary or innovative outcomes. We respectfully request that SP supervisors employ rigorous standards for project definition and grading to insure BSE degree integrity. Submit Project to BSE Advising on completion.

More Information about BSE Senior Project Planning & Guidelines for Specific Project Options:
See the BSE website for Faculty Info Sheet, 2xcr Project details, Planning Timeline, and other SP information: [http://www.geog.umn.edu/ugrad/](http://www.geog.umn.edu/ugrad/)

Students MUST Register A/F unless S/N is only option (CBS only)

**2xcr Project Information:** Only BSE Core & Elective courses with these designators qualify as parent & 2xcr courses: AFRO, AMST, ANTH, CSCL, GEOG, GLOS, GWSS, HIST, PHIL, SOC, URBS and some language departments. See 2xcr info sheet if interested in BTHX, HSCI, or PUBH

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**II. SP Course Registration and credits:** Contact BSE Advisor if the faculty member does not regularly supervise SPs for their department/unit or if appointment is in Allied Health Center (Med/Dental/etc.)

- Students complete a minimum of a 3-4 credit project –or- a “2xcr project” to meet SP requirement
- Laboratory and field research projects may require a two-semester commitment.
- Registration for 2 credits is allowed for: Phil 3993, URBS 3955W, & 2x2cr for multi-semester projects.

a) **All students register for 3-4 credits** in a Directed Research, Directed Studies, or a 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). See BSE SP info sheets for details.

b) **2xcr Projects Only:** Also enter name & number of approved “parent” course. See above and “2xcr Projects”

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**III. Project Title, Proposal, and Registration Forms:** Attach a Research Contract or formal Project Abstract and enter an abbreviated title and 1-2 line project description in III-V.

a) **Project Abstract:** Students attach a supervisor-approved project abstract that includes: project title, detailed intellectual & practical goals, methods, outcome of project, grading criteria, and all project members. 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** must also submit a copy of Honors Thesis Proposal Form with SPA, abstract or contract.

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**IV. Project Outcomes/Grading Criteria:** Student & Supervisor identify quantity and quality of work to be completed, e.g., references, acceptable sources, page-length, &/or length of presentations, as appropriate to project. Completed work will be submitted to BSE Advising by student at end of project.

**VI. Supervisor (& Co-Supervisor) info:** The grader (supervisor) must hold an advanced degree AND hold a research, teaching, or staff position at UMTC. Non-tenure track faculty/staff must obtain permission from unit or supervisor. Co-supervisors may include untenured faculty/staff or experts from other institutions.

**VII. Project Approval:** Signature verifies agreement to complete or supervise the senior project described.