SECTION I: STUDENT INFORMATION:
Name (First & Last): ________________________________________________ ID: __________________________
2nd Major or Minor(s): ______________________________________________ Email: _________________________
Career or Graduate School or Professional School Goal(s): __________________________________________________

☐ Student is in the Honors Program ☐ Student will be completing a Summa Thesis
☐ Student is completing a Project that satisfies the Senior Thesis requirement in another Major (dual majors only)

SECTION II: BRIEF PROJECT DESCRIPTION; ALSO COMPLETE “SECTION V” Or See Instructions:
A. Working Title of Senior Project:
B. Proposed Project Outcome(s).
  1. Identify one or more outcomes of the proposed project (e.g., Senior Thesis, Lab or Internship Report, Oral or Poster Presentation, Peer Reviewed Article, Annotated Bibliography, Database, Web-resource, Brochure, etc.):
  2. Proposed page length &/or other criteria:
C. Human Subjects Research Approval:
  □ This project (1) does / (2) does not involve Human Subjects research (circle one): __________________________
  (See instructions) Date IRB Submitted/Approved

SECTION III: COURSE REGISTRATION AND SENIOR PROJECT SUPERVISOR INFORMATION:
A. Student is registering for the following course to satisfy their Senior Project requirement (enter # credits):
  1. ___________________________ (___) Directed Research / Directed Studies
  2. ___________________________ (___) 2 EXC Reg.; BSE Core/Theme Elective Course code: __________________________
  3. ___________________________ (___) Other; Name of Course: __________________________
  4. BSE 3996 / Geog 3996: Coordinated Directed Research; Dr. Rod Squires (squires@umn.edu; 612-625-0179)
B. Senior Project Supervisor (Name & Title): __________________________________________
UofM Dept./School/Research Institute Phone Email
C. Co-Supervisor (if applicable): __________________________________________
Name Position/Institution Email
D. □ (1) A Contract is required for Course Registration (Attach contract):
   Name of Contract: __________________________________________
   □ (2) A contract is not required for Course Registration / Project Approval; Complete Section V. A, C & D
E. Full Project Description (Select one and submit with CAR):
   □ (1) UofM Contract □ (2) Abstract □ (3) Project Described Fully in Section V. B

SECTION IV: SIGNATURES/PROJECT PROPOSAL APPROVED:
□ Approved – ___________________________ __________________________
   Senior Project Supervisor Signature date Student’s Signature date
□ Senior Project Registration Plan Approved – BSE Advisor or Director (initials & date):
See Advising Website for Additional Information: http://www.geog.umn.edu/ugrad/
SECTION V: FULL PROJECT DESCRIPTION (Required if no other Contract or Project Abstract are submitted):

A. Working Title of Senior Project (same as Section IIA):

B. Project Proposal:
   a. Research Question / Subject of Inquiry / Other Project Objectives:

b. Research Methods/Proposed Activities/Scholarly Resources:

c. Proposed Project Outcome(s) (same as Section IIB):
   i. Identify one or more outcomes of the proposed project (e.g., Senior Thesis, Lab or Internship Report, Oral or Poster Presentation, Peer Reviewed Article, Annotated Bibliography, Database, Web-resource, Brochure, etc.):

ii. Proposed page length &/or other criteria : __________________________________________

C. Project Supervision Information: The following individual(s) acknowledges that they are supervising the project described herein, in fulfillment of the student’s BSE Senior Project requirement (sign Section IV, pg 1):
   a. Name and Title of Supervisor Responsible for Evaluating Work (faculty submitting grade to registrar or to BSE coordinator):

   b. Name and Email Address of Other Supervisor(s) providing Direct Mentorship (if applicable):

D. Other Project Information or Course Registration Notes:

BSE Program Contacts & Information
Director of BSE Program: Dr. Rod Squires; squires@umn.edu; 1-612-625-0179
BSE Advisor: Dr. Jeanette Simmonds; geogadv@umn.edu (students); jsimmonds@umn.edu (faculty)

This form, and information for students, faculty, and staff about the BSE major and BSE Senior Project are posted online at: http://www.geog.umn.edu/ugrad/advising.html and http://www.geog.umn.edu/ugrad/
Who should complete this form: This form is required of all BSE students who are registering for a senior project except the following: BSE students who are registering for a Directed Research course (3 or more credits) in the College of Liberal Arts (CLA) or College of Biological Sciences (CBS) AND are required to complete a SFC (CLA) or DRC (CBS) to register for the course do not need to complete a CAR. If you are not required to complete this form, you must still submit a copy of your SFC or DRC to the BSE Advisor within one week of registering for the class. Students who are registering for a Directed Research course outside of CLA or CBS, are enrolling in a senior project or major paper seminar in a UMN department, are registering for 2 EXC Registration with a BSE Core or Theme Elective, are registering for Coordinated Directed Research (see below), or any other registration option except those listed above must complete a CAR. Students registering for 2EXC with GEOG3361 do not need to complete a CAR Form. See Step 4 below for detailed instructions for completing this form.

BSE Program Contacts & Information
BSE Advisor: Dr. Jeanette Simmonds; geogadv@umn.edu (students); jsimmonds@umn.edu (faculty)
Director of BSE Program: Dr. Rod Squires; squires@umn.edu; 1-612-625-0179
This form, and information for students, faculty, and staff about the BSE major and BSE Senior Project are posted online at: http://www.geog.umn.edu/ugrad/advising.html and http://www.geog.umn.edu/ugrad/

PLANNING THE BSE SENIOR PROJECT AND IDENTIFYING BEST REGISTRATION OPTION

Step 1: Understanding your options and identifying a Senior Project Supervisor. Students should attend a “BSE Senior Projects Workshop” and/or discuss senior project options with the BSE Advisor at least one semester prior to beginning work on their senior project and/or registering for BSE Senior Project credits in a course. See “Senior Projects and Course Registration Information for BSE Students” (under development) and “BSE Senior Projects and Directed Research Registration Information for Project Supervisors” for information about the BSE Senior Project requirement, how to identify and contact prospective supervisors, and how to select the most appropriate course registration option. BSE Program Information and Forms are in the process of being developed, so if you do not see the information you need, please email the BSE Advisor for draft copies to assist you with your planning or meet with her ASAP.

Step 2: Determine Best Course Registration Option. Questions? Faculty may contact BSE advisor at any time. If students still have questions after attending a BSE Senior Project Workshop, they should contact BSE Advisor with questions about their senior project strategy. All BSE students must work with a UoM instructor or faculty supervisor and enroll in a qualifying course to fulfill their senior project requirement. Ideally, students enroll in 3-4 credits of Directed Research or 2 credits of Directed Research with a BSE Core or Theme Elective (2 extra credit option) to complete their senior project requirement.

If you are planning to enroll in a Senior Seminar, Major Paper course, or completing your senior project while concurrently enrolled in a BSE Core or Theme Elective course, you should make sure that the instructor of the course is willing to be your Senior Project Supervisor well in advance of the first day of class. You do not need to contact the instructors of GEOG3361W or HMED4960, as these courses are designed to accommodate BSE Senior Projects (though you may contact the instructor for course information or if you have other questions).

Step 3: Project Proposal/Project Abstract. Once you have a general idea about what you will be studying and with whom you will work—your senior project supervisor(s)—you should work with them to outline a “project proposal.” The expectations of what “counts” as a senior project varies by discipline, so you should discuss expectations with your supervisor(s). Make sure to agree about an appropriate project outcome (see IIB). Your supervisor is the authority on how much detail should be included in the project proposal or project abstract, and whether it is subject to revision once you have begun your project. Information for Senior Project Supervisors is available: See “BSE Senior Projects & Directed Research Registration Information for Project Supervisors.”

Step 4: INSTRUCTIONS FOR COMPLETING CERTIFICATION OF ALTERNATIVE REGISTRATION FORM
Students who are required to complete a CAR should complete sections I, II, III, and IV in consultation with their supervisor (as below) and one of the following options: a) attach an official, completed “Research Contract” from a UoM department or college; b) Complete Section V. A, C & D and attach a “Project Abstract” approved by the supervisor; or c) complete Section V. in entirety (A-D). If the Research Contract you are submitting requires supporting document(s) (e.g., an Abstract), then it must be submitted with the CAR. See Above: “Who should complete this form.”

Sec II.A: Working Title of Senior Project: Your title should describe the proposed work.

Sec II.B: Proposed Project Outcome: BSE students have completed theses, presentations, reports, posters, journal articles, major grant proposals, descriptive brochures and other innovative senior project outcomes. Identify the
proposed outcome (what document(s) or presentation(s) will be produced to fulfill the senior project requirement) and make sure to describe proposed page length or other criteria (e.g., length and venue of presentation, number/type of brochures to be produced, etc.). See “BSE Senior Projects & Directed Research Registration Information for Project Supervisors” for information about what constitutes a senior project and disciplinary conventions.

Sec II.C: Human Subjects Research Approval: Students who work with humans and/or information containing confidential human data may need to secure Institutional Review Board (IRB) approval for Human Subjects Research prior to conducting research or publishing results (even informal publications). If your research involves people, you should discuss this with your supervisor and verify that you are seeking IRB approval or confirm that existing IRB approval covers your project. Select an option and enter actual or expected date IRB was submitted or approved.

Sec III.A: Senior Project Course Registration: Select one of the options and enter course code in blank and number credits (in parentheses). You must register for 3 or more credits (or multiple courses) for your senior project (unless you are completing it through 2EXC Registration (or 2 credits of Directed Research) with a 3-4 credit BSE Core or Theme Elective). If you are completing a Directed Research, Directed Study, Independent Study, or major paper course with a supervisor outside of CLA, you may be required to register for Coordinated Directed Research (CDR) and submit a SFC (CLA Contract) signed by the Director of BSE. See BSE Senior Project Information sheets for more information about this option. Any exception to the minimum credit requirement must be approved by the BSE advisor or BSE Director.

III.B. Supervisor’s Contact Information: The faculty member who will be evaluating your work and submitting your grade to The Registrar (or to the Coordinator of BSE Directed Research) should enter their full name and title (or advanced degree information, as well as their phone & UofM email and the Department, School, College, or UofM Research Institute with which they are most closely affiliated.

III.C. Co-supervisor’s Contact Information: Students working in laboratories, internships, and other kinds of group projects may have a supervisor with whom they work most closely, but who does not hold a UofM position that allows them to evaluate students (they themselves have a supervisor). List your co-supervisor’s information.

III.D. Course Registration & Contracts: Select an option. A research contract is usually required for students to register for Directed Research, Directed Study, Independent Study, and 2EXC Registration. Contract names and procedures vary by College. A research contract is not required to register for most Senior Seminars or Major Paper courses—the student and instructor of the course would then complete Section V, A-D. If a contract is required to register for your senior project, you must submit this to the BSE advisor within one week of registering for the course.

III.E. Full Project Description: Select an option. If you complete a contract to register for a course, you MUST file a copy with the BSE advisor within one week of registration. If no contract is required, you must complete “Section V” or submit an “Abstract” that describes the proposed research; follow your supervisor’s disciplinary conventions.

** Students should submit a full description of their proposed senior project to the BSE Advisor for pre-approval as soon as is reasonable. In most cases, this will be the first goal when you begin working with your project supervisor and prior to registering for course credits. If students have multi-semester projects in the works, it might make sense to defer this step. However, delaying this important step may lead to problems down the line, so discuss your plans with the BSE Advisor and your Supervisor.

Sec IV: Your primary supervisor (the person who will evaluate and submit your grade; same as person named in III.B.) should sign and date this form, indicating that they are agreeing to supervise the senior project described herein. Student should also sign. Once all documents are received, the BSE Advisor will approve the course registration option.

Next Steps:

**Students must submit this form (CAR) and all supporting documents (Contract, Abstract, etc.) within one week of registering for the class. This will ensure that your project is pre-approved and can be entered into APAS, so that when your senior project supervisor submits your grade at the end of term, you’re good to go!

** Have a great time working on your senior project!

** When you’ve completed your project, the last step is to write an abstract (even if you didn’t write a thesis or journal article or…). Follow the disciplinary conventions of your supervisor and/or those related to your Career/Grad School/Professional School goal(s). Submit this to the BSE Advisor. If you have your supervisor verify/approve your abstract, it will be entered into your permanent record—which may come in handy at a later date.