

**BOSTON UNIVERSITY COLLEGE
OF ARTS AND SCIENCES**

DIRECTED STUDY GUIDELINES

Description of a Directed Study

A Directed Study is a CAS course in which a student pursues independent research under the guidance of a faculty member. A student may choose to undertake a Directed Study for the following reasons: 1) to pursue in depth an area covered more generally in a course, or 2) to explore a topic not normally covered in the curriculum. In either case, it is the student's responsibility to identify the topic fully and to acquire enough information to ensure its worthiness for independent research.

Creating a Directed Study Proposal: Student and Supervising Faculty Member

1. After a topic has been chosen, **decide how much time should be devoted to the Directed Study.** Unlike most courses, a Directed Study may be tailored so that a student may earn from *one to six credits*, depending upon the amount of time spent in work. It is important to remember that the number of credits received for a Directed Study should be reflected in the amount of work detailed in the proposal. This work should include meetings with the supervising faculty member, an appropriate amount of reading and research, and an appropriate number of written pages.
2. **Identify key references** (books, journal articles, or other sources) pertinent to the start of the project.
3. **Arrange a meeting between the student and supervising faculty member.** The design of a clear, explicit plan for the completion of the course is the main purpose of this initial conference. Topics to cover should include: supervision, a tentative list of references and research materials, and assignments to be completed. Often, but not necessarily in every case, the work entails a major paper or a series of papers.

CAS Policies Regarding Directed Study

1. CAS Directed Studies must involve a subject area within the liberal arts. For example, a CAS Directed Study may not be undertaken in the area of business management or public relations.
2. Your supervising faculty member must be CAS faculty.
3. A Directed Study may not be used to replace a course currently offered in the College of Arts and Sciences.
4. A Directed Study may not be used to fulfill a general education requirement or the 2nd language requirement.
5. A student may not receive more than six credits for one Directed Study.
6. Students may not complete more than three Directed Studies for a total of 12 credits while at the College of Arts and Sciences.

Applying for a Directed Study

1. Please fill out all three sections on the Directed Study application, noting which sections are to be completed by you, and which sections by your professor.
2. After the student and supervising faculty member have signed the appropriate section of the application, the Department Chair's approval is required.
3. The completed application should be submitted to CAS Academic Advising casadv@bu.edu or at 100 Bay State Rd. Room 401, where it will be reviewed by the Directed Study Coordinator. Upon approval, the student will be registered for the course by the CAS academic advising staff. Students will receive notification once they have been registered.
4. All applications must be submitted to CAS Advising no later than the last day to ADD a class for the semester in which the Directed Study will occur. Please keep a copy of the application for yourself, and give one to your professor.

Please read all of the above information carefully before beginning the application process. If you have questions, please contact CAS Advising at casadv@bu.edu

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DIRECTED STUDY APPLICATION

PART 1: TO BE COMPLETED BY THE STUDENT

Name: _____ BUID: _____

BU email: _____ Major(s): _____

Department of Directed Study: _____

Supervising Faculty: _____

Credit Value of Directed Study: (1-6): _____

Semester of Directed Study: (Fall, Spring, Summer1, or Summer 2 and year): _____

Please list any previous Directed Studies:

Please attach a document answering the following questions.

1. State clearly the objective, plan of study, and rationale for this Directed Study course. Include a bibliography of readings to be completed when applicable.
2. State concisely how this Directed Study course fits in with your overall academic program, in relation to both previous work and future goals

PART TWO: TO BE COMPLETED BY THE SUPERVISING FACULTY MEMBER

In order for this agreement to be clearly stated for all concerned, please indicate what percentage each of the following factors will contribute to the student's final grade. This section must be completed thoroughly, as it forms the basis of the contract between the faculty advisor and the student.

Attendance

Indicate the approximate number of meetings to be scheduled during the semester: _____

Indicate what percentage of the final grade will be reflected by attendance: _____

Written work

Indicate the number of papers required and the approximate length of each paper: _____

Indicate what percentage of the final grade will be reflected by written work: _____

Other preparation required for final grade: (please specify and include percentage)

PART THREE: SIGNATURES

1. Student: _____ Date: _____

2. Supervising Faculty Member: _____ Date: _____

3. Department Chair: _____ Date: _____

4. CAS Directed Study Coordinator: _____ Date: _____

Please keep a copy of this application and submit the original to CAS Academic Advising casadv@bu.edu or, 100 Bay State Rd, Room 401. Upon approval, you will be registered for the corresponding course.