



University of
New Haven

Independent Study Project

SECTION I: Course Overview

Course Code: IND498SVQ
Subject Area(s): Most Majors
Prerequisites: None
Language of Instruction: English
Required Supplies: None
Total Contact Hours: 15-45
Recommended Credits: 1-3

COURSE DESCRIPTION

This course provides students with a self-directed educational experience that allows them to study in greater depth and breadth an aspect of particular personal and academic interest. With the guidance of an ISP instructor, students will conduct intensive research and produce a written report of 5,000-10,000 words, an oral presentation, and a research portfolio.

LEARNING OBJECTIVES

Upon successful completion of this course, you will be able to:

- Develop an effective research proposal including questions, hypotheses, thesis statement(s), and appropriate methodological strategies
- Conduct research autonomously
- Utilize local resources such as libraries, collections and/or museums, web databases and human resources.
- Apply academic rigor, critical thinking, and creativity to your chosen field of study

Produce a solid research report complete with a formal bibliography and a portfolio of research articles.

SECTION II: Instructor & Course Details

INSTRUCTOR DETAILS

Name:	TBA
Contact Information:	TBA
Term:	SEMESTER OR SUMMER

ATTENDANCE POLICY

This class will meet once weekly for 1 hour each session. All students are expected to arrive on time and prepared for the day's class session.

CEA enforces a mandatory attendance policy. You are therefore expected to attend all regularly scheduled class sessions, including any field trips, site visits, guest lectures, etc. that are assigned by the instructor. The table below shows the number of class sessions you may miss before receiving a grade penalty.

ALLOWED ABSENCES – SEMESTER OR SUMMER		
Courses Meeting X day(s) Per Week	Allowed Absence(s)	Automatic Failing Grade at X th absence
Courses meeting 1 day per week	1 Absence	4 th Absence

For every additional absence beyond the allowed number, your final course grade will drop down to the subsequent letter grade (ex: A+ to A). As a student, you should understand that the grade penalties will apply if you are marked absent due to tardiness or leaving class early. In the table below, you will find the grade penalty associated with each excessive absence up to and including automatic course failure.

ATTENDANCE DOCKING PENALTIES				
Absence	1 st	2 nd	3 rd	4 th
Penalty	No Penalty	0.5 Grade Docked	1 Grade Docked	Automatic Failure
HIGHEST POSSIBLE GRADE AFTER ATTENDANCE PENALTIES				
Grade	A+	A	A-	F

CEA does not distinguish between excused and unexcused absences. As such, no documentation is required for missing class. Similarly, excessive absences, and the grade penalty associated with each, will not be excused even if you are able to provide documentation that shows the absence was beyond your control. You should therefore only miss class when truly needed as illness or other unavoidable factors may force you to miss a class session later on in the term.

GRADING & ASSESSMENT

The instructor will assess your progress towards the above-listed learning objectives by using the forms of assessment below. Each of these assessments is weighted and will count towards your final grade. The following section (Assessment Overview) will provide further details for each. Further indications are provided in the *ISP Student Handbook*, which will be distributed and discussed at the ISP Seminar. You will additionally sign an *ISP Learning Contract* at the beginning of the semester.

Class Participation	10%
Research Plan	20%
Written Report	30%
Bibliography and Portfolio	20%
Oral Presentation	20%

The instructor reserves the right to make changes or modifications to this syllabus as needed

The instructor will calculate your course grades using the CEA Grading Scale shown below. As a CEA student, you should understand that credit transfer decisions—including earned grades for courses taken abroad—are ultimately made by your home institution.

CEA GRADING SCALE			
Letter Grade	Numerical Grade	Percentage Range	Quality Points
A+	9.70 – 10.0	97.0 – 100%	4.00
A	9.40 – 9.69	94.0 – 96.9%	4.00
A-	9.00 – 9.39	90.0 – 93.9%	3.70
B+	8.70 – 8.99	87.0 – 89.9%	3.30
B	8.40 – 8.69	84.0 – 86.9%	3.00
B-	8.00 – 8.39	80.0 – 83.9%	2.70
C+	7.70 – 7.99	77.0 – 79.9%	2.30
C	7.40 – 7.69	74.0 – 76.9%	2.00
C-	7.00 – 7.39	70.0 – 73.9%	1.70
D	6.00 – 6.99	60.0 – 69.9%	1.00
F	0.00 – 5.99	0.00 – 59.9%	0.00
W	Withdrawal	N/A	0.00
INC	Incomplete	N/A	0.00

ASSESSMENT OVERVIEW

This section provides a brief description of each form of assessment listed above. Your course instructor will provide further details and instructions during class time.

Class Participation (10%): Student participation is mandatory for all courses taken at a CEA Study Center. The instructor will use the rubric below when determining your participation grade. All students should understand that attendance and punctuality are expected and will not count positively toward the participation grade.

CLASS PARTICIPATION GRADING RUBRIC	
Student Participation Level	Grade
You make major & original contributions that spark discussion, offering critical comments clearly based on readings, research, & theoretical course topics.	A+ (10.0 – 9.70)
You make significant contributions that demonstrate insight as well as knowledge of required readings & independent research.	A/A- (9.69 – 9.00)
You participate voluntarily and make useful contributions that are usually based upon some reflection and familiarity with required readings.	B+/B (8.99 – 8.40)
You make voluntary but infrequent comments that generally reiterate the basic points of the required readings.	B-/C+ (8.39 – 7.70)
You make limited comments only when prompted and do not initiate debate or show a clear awareness of the importance of the readings.	C/C- (7.69 – 7.00)

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You very rarely make comments and resist engagement with the subject. You are not prepared for class and/or discussion of course readings.	D (6.99 – 6.00)
You make irrelevant and tangential comments disruptive to class discussion. You are consistently unprepared for class and/or discussion of the course readings.	F (5.99 – 0.00)

Research Plan (20%): You are required to produce an outline of 1000 word that identifies the topic and scope of your research as well as defining your thesis statement. You should also include the most relevant questions that you intend to address and the hypotheses that you wish to formulate or challenge. Finally you are expected to indicate which research methods, resources and strategies you wish to apply.

Research Report (30%): You will write a research report of 5,000-15,000 words on a topic agreed upon with your instructor. You are expected to incorporate knowledge gained from independent research and personal observation as well as utilize the skills acquired in the Independent Research Seminar. The report should be complete with appropriate footnotes (or endnotes) in the format and writing style (MLA or other) indicated by the instructor.

The ISP topic should not be one that aims for an encyclopedic “all about” report on a topic area. Instead, it should allow for a thesis-governed response to a significant and interesting problem or question. For example: “The Criminal Activity of Illegal Immigrants in Rome” is not an appropriate topic as it encourages “all about” writing that is entirely informative rather than analytical or argumentative. “What is the relationship between ethnic status and the known criminal activity of illegal immigrants in Rome?” is an appropriate topic that calls for a careful review of relevant resources, investigation, in-depth analysis, and critical thinking skills, all conducive to the development of an informed research paper.

Bibliography and Portfolio (20%): Along with the final report you will submit a full, annotated bibliography of the sources you have used as well as portfolio of research articles and academic papers you have accessed. The bibliography should be correctly written in the style indicated by the instructor.

Oral Presentation (20%): You will engage in a formal presentation and defense of your report during the last session of the seminar. The audience will be composed of your instructor, the Academic Director and/or another faculty member with an expertise in the research topic or area you have chosen.

Student Responsibilities

You are expected to:

- Know and understand the guidelines set out in the *ISP Student Handbook*
- Know and understand his obligations as set out in the *ISP Learning Contract*
- Attend weekly meetings with ISP instructor

EXPERIENTIAL LEARNING ACTIVITIES (AICAP)

CEA courses are designed to include a variety of experiential learning activities that will take you out of the classroom and allow you to explore your local, host city. These activities may include field studies, guest lectures and/or activities offered through our Academically Integrated Cultural Activities Program (AICAP). Please check the Forms of Assessment section to find out if AICAP activities are related to any specific form of assessment. The following experiential learning activities are recommended for this course:

- Using Seville as a site to conduct independent research

REQUIRED READINGS

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Reading assignments for this course will come from the required text(s) and/or the selected reading(s) listed below. All required readings—whether assigned from the text or assigned as a selected reading—must be completed according to the due date assigned by the course instructor.

- I. REQUIRED TEXT(S):** You may purchase or acquire the required text(s) prior to departure or upon program arrival. The required text(s) are listed below:

The Forum on Education Abroad. 2019. *Guidelines for Undergraduate Research, Field Studies, and Independent Study Projects Abroad*. Available for free download from <https://forumea.org/resources/guidelines/undergraduate-research-field-studies-and-independent-study-projects-abroad/>

Streitwieser, B. (2009). Undergraduate Research During Study Abroad: Scope, Meaning, and Potential. In Ross Lewin (Ed.), *The Handbook of Practice and Research in Study Abroad: Higher Education and the Quest for Global Citizenship*. New York: Routledge. Pp. 399-419.

- II. SELECTED READING(S):** The selected readings for this course are listed below.

Discipline-specific readings will be selected in consultation between faculty and student to support the student's individual academic and professional goals.

RECOMMENDED READINGS

The recommended reading(s) and/or text(s) for this course are below. These recommended readings are not mandatory, but they will assist you with research and understanding course content.

Patch, K. & Berends, L. (eds) *Undergraduate Research Abroad: Approaches, Models and Challenges*. NAFSA: Association of International Educators (Washington, DC: 2020); pp 1-17

ADDITIONAL RESOURCES

In order to ensure your success abroad, CEA has provided the academic resources listed below. In addition to these resources, each CEA Study Center provides students with a physical library and study areas for group work. The Academic Affairs Office at each CEA Study Center also compiles a bank of detailed information regarding libraries, documentation centers, research institutes, and archival materials located in the host city.

- **UNH Online Library:** As a CEA student, you will be given access to the online library of CEA's School of Record, the University of New Haven (UNH). You can use this online library to access databases and additional resources while performing research abroad. You may access the UNH online library [here](#) or through your MyCEA Account. You must comply with UNH Policies regarding library usage.
- **CEAClassroom – Moodle:** CEA instructors use Moodle, an interactive virtual learning environment. This web-based platform provides you with constant and direct access to the course syllabus, daily schedule of class lectures and assignments, non-textbook required readings, and additional resources. Moodle includes the normal array of forums, up-loadable and downloadable databases, wikis, and related academic support designed for helping you achieve the learning objectives listed in this syllabus.

During the first week of class, CEA academic staff and/or faculty will help you navigate through the many functions and resources Moodle provides. While you may print a hard copy version of the syllabus, you should always check Moodle for the most up-to-date information regarding this course. The instructor will use Moodle to make announcements and updates to the course and/or syllabus. It is your responsibility to ensure

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that you have access to all Moodle materials and that you monitor Moodle on a daily basis in case there are any changes made to course assignments or scheduling.

To access Moodle: Please log-in to your MyCEA account using your normal username and password. Click on the “While You’re Abroad Tab” and make sure you are under the “Academics” sub-menu. There you will see a link above your schedule that says “View Online Courses” select this link to be taken to your Moodle environment.

- **Online Reference & Research Tools:** The course instructor has identified the resources below to assist you with understanding course topics. You are encouraged to explore these and other avenues of research including the databases available via the UNH online library.

<http://wineserver.ucdavis.edu/index.php>

<http://winepros.org/index.htm>

COURSE CALENDAR
Independent Study Project

SESSION	TOPICS	ACTIVITY	READINGS & ASSIGNMENTS
1	ISP Introduction Review Syllabus, Classroom Policies, Signing the <i>ISP Learning Contract</i>	Course Overview	Reading: Streitweiser
2	Definition of a possible research question/problem	Identify discipline-specific readings	Reading: Forum on Education Abroad
3	Review of Research Proposal		*Submit Research Proposal
4	How to formulate a Thesis Statement		*Submit Research Plan
5	Discussion of Research Plan Questions, Challenges, Doubts		Reading: Discipline-specific readings TBD
6	How to find and use resources (databases, libraries, online resources)	Conduct research in Seville	Reading: Discipline-specific readings TBD
7	How to write footnotes and bibliographies	Conduct research in Seville	Reading: Discipline-specific readings TBD

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8	Review of progress and challenges of research	Conduct research in Seville	*Submit a draft of the formal Bibliography and Research Portfolio
9	Review of progress	Conduct research in Seville	Reading: Discipline-specific readings TBD
10	Review of progress	Conduct research in Seville	*Submit a draft of the Research Report
11	Review of draft of the Research Report		Reading: Discipline-specific readings TBD
12	Review of progress		Reading: Discipline-specific readings TBD
13	Final Submission		*Submit the Written Report, the Bibliography and the Research Portfolio
14	Oral Presentation of the Research Report		Oral Presentation
15	Final Debrief, Discussion and Closing Remarks		

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SECTION III: CEA Academic Policies

The policies listed in this section outline general expectations for CEA students. You should carefully review these policies to ensure success in your courses and during your time abroad. Furthermore, as a participant in the CEA program, you are expected to review and understand all CEA Student Policies, including the academic policies outlined on our website. CEA reserves the right to change, update, revise, or amend existing policies and/or procedures at any time. For the most up to date policies, please review the policies on our website.

Class & Instructor Policies can be found [here](#)

General Academic Policies can be found [here](#)