



# College of the Atlantic

105 Eden Street  
Bar Harbor, ME 04609

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## APPLICATION FOR RESIDENCY

Student Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_  
Please Print Clearly

Title of Residency: \_\_\_\_\_

Term in which project is to begin: \_\_\_\_\_

INTERNATIONAL TRAVEL: Will you be travelling outside of the US during your Residency? (yes/no) \_\_\_\_\_

If so, where: \_\_\_\_\_

### SIGNATURES:

\_\_\_\_\_  
Project Director – COA Faculty Member

Signature of project director indicates 1) approval of attached plan as worthy of three credits , 2) commitment to oversee and evaluate the work and 3) that the student has completed the ERRB application process

\_\_\_\_\_  
Faculty Advisor

*Signature of advising team indicates approval of the attached proposal as appropriate for the student.*

\_\_\_\_\_  
Project Director – non-COA Faculty Member (Attach CV)

\_\_\_\_\_  
Academic Probation Officer

\_\_\_\_\_  
Registrar Approval

### Contact information for the term in which project is under way:

Mailing address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Someone who will know how to get in touch with you:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City State Zip

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

# DEMYSTIFYING RESIDENCY APPLICATIONS

## Writing Residency Applications

### SIGNATURES

The *Application for Residency* cover sheet has spaces for the signatures of the COA Faculty Member Project Director, Project Director of non-COA Faculty member, Academic Probation Officer, and the Registrar. These signatures are required to insure that your director and your advising team all understand and approve of your project. If you have a director who is not a member of the college, you will need to have someone on campus serve as a back-up director should there be any difficulties with your off campus director.

### THE PROPOSAL

The proposal does not need to be a lengthy document. It does need to cover all of the items listed below. The Review and Appeals Board (R & A) has learned over time that if a proposal is vague, poorly written, or lacking certain elements, that the project itself is likely to be problematic for the student.

R & A will assign two readers to your proposal. They will check to make sure that your proposal is: well written, carefully edited for spelling and grammar, indicates a good idea that seems carefully thought out, and can be completed within the time allocated. Most importantly, they will check to make sure that the project seems to be worth three credits, and is of sufficient quality to be appropriate for senior level work at the college. These issues should be an important part of your discussions with your advising team and project director(s).

### CONTENTS OF THE PROPOSAL

#### DESCRIPTION

This section should include a full description of the residency. Also, you should give background information about why you chose to do this residency, how it is a fitting addition to your interdisciplinary education at COA, and what new experiences or course work you plan to undertake during your residency.

#### ACADMICALLY ENGAGED HOURS

All proposals must document **450** academically engaged hours (150 per credit). Therefore time logs must be kept and will be reviewed (mid-term, and at the termination of the project) by the project director and a designated faculty member. Academically engaged time includes such activities as: attendance at individual meetings with the director, completion of reading assignments, dialogue sessions, studio work, laboratory time, problem sets, library research, field log, and the synthesis of this scholarly work, studio work, laboratory and/or field research through short essays, problem sets, writing assignments, reading responses and the creation of and/or reporting on a final project research paper, creative work, reportage of findings.

#### GOALS

The goals are statements of what you hope to learn by participating in this residency and what you hope to achieve by the time it is completed. If you wish, you may separate these into educational goals and project goals. Ideally, the criteria for evaluation discussed later will have a direct relationship to these goals.

#### NEW LEARNING

In this section, you should identify what you will need to learn in order to do this project. You should describe how you will go about gaining this new learning. The printed or electronic resources you will consult should be listed in the bibliography. If you expect to consult with an expert or resource person, you will need to describe their background and/or current position.

#### FINAL PRODUCT

When the residency is completed, what tangible product will you submit to the college that demonstrates what you accomplished? This product may be presented to the college or, if you wish, exhibited. If your product has an

implication for the schedule, any space, or program on campus, be sure that you have received permission from the appropriate committee or administrator. Also, if it requires a significant amount of expense, indicate how you expect to find the funds you need.

### **ROLE OF THE DIRECTOR(S)**

The signature of the Director or Directors of this project indicates that they are familiar with it and willing to work with you in a supervisory role. In this section, you should indicate why they are appropriate for this role, how they will assist you, and how often you will meet with them. You should have a member of the college faculty or staff identified as a backup director if you have chosen a person not formally associated with the college as your primary director. Be cautious about having several people serve as primary directors. Even though there may be several directors, one of them should be identified as the person who will evaluate the project and submit a narrative evaluation to the Registrar's Office for your transcript. Also, unless you have spelled out each director's role clearly, there may be problems at the end of the residency if these directors have different opinions about whether or not the residency is worthy of academic credit.

### **CRITERIA FOR EVALUATION**

The criteria that your director will use to evaluate the residency for your transcript should be listed. The criteria should relate to the goals you have for the project. The criteria give the director specific measures to use to determine such things as: Will you be able to meet your goals? Will the quality of the final product be what is expected for advanced work at the college? Will you learn what you needed to learn in order to do the work? Is the residency worth three credits?

### **TIMETABLE**

The timetable should indicate what you are going to do and when. It should include the date when you will have drafts or examples of your work submitted to your director(s) and the time that you will spend revising the work. The timetable serves as an agreement between you and your director(s) about how the residency will be conducted. It gives you and the director an objective way to measure your progress throughout the residency.

### **BIBLIOGRAPHY OR LIST OF RESOURCES**

In this section, you should list the items that you have consulted or expect to consult in order to accomplish your work during the residency. These sources can range from such varied items as books, articles, Internet sites, laws, museum displays, films, to computer manuals. Since the work that you will do will result in three academic credits, it is expected that your residency will involve some research or other preparation. The bibliography or list of resources demonstrates what you will use to begin this preparation.