



PROPOSAL FOR GROUP STUDY

Complete and return to the Academic Services Administrator (Lothar Holzke), no later than week three the term prior to the term the group study will take place.

Refer to page 2 for Information and Requirements.

Group studies must have at least 5 (and no more than 8) participants including Administrator.

TITLE: _____ TERM: _____
(60 characters maximum)

STUDENT ADMINISTRATOR: _____
Print Name Signature

Participants:

_____	_____
Print Name	Signature
_____	_____
Print Name	Signature
_____	_____
Print Name	Signature
_____	_____
Print Name	Signature
_____	_____
Print Name	Signature
_____	_____
Print Name	Signature

COA STAFF SPONSOR: _____
Print Name Signature

OUTSIDE RESOURCE PERSON: _____
Print Name Signature

TOTAL BUDGET REQUEST: \$ _____

***Only students on this cover sheet may enroll for the group study.**

****Proposals submitted without the following will not be considered complete and therefore will not be reviewed.**

___ **Attach** a short (approximately one paragraph) course description of the Group Study, its purpose(s) and its goal(s). Include the process and criteria that will be used to evaluate each group member.

___ **Define** the role of any outside resource person.

___ **Include** an itemized budget (\$300 maximum)

The syllabus must document how the group study will meet the requirement of 150 academically engaged hours per credit.

Group Study Guidelines

The group study is a student-initiated, one-term project, which provides an opportunity for **collective** pursuit of specific academic problems, topics, or issues which are **not offered in the regular curriculum**. Key factors in the success of any student-designed study at COA are planning, goal-setting, and evaluation. The content of group studies ranges widely. Some groups work on “hands-on” projects which have tangible products. Other groups are more seminar-like, with the objective being the sharing of information among members. Regardless, a group study is a significant commitment by a student and should not be undertaken casually. Group studies are taken for credit/no credit only. First-year students or students on academic probation are not eligible.

The requirement that students describe these plans clearly in a proposal is intentional. In addition to review of the students’ planning, the Dean and Director review the proposal for its content and relationship to the rest of the curriculum. The deadlines for submission of group study proposals are published in the back of this catalog and online. A group study proposal must be submitted to the Director of Academic Services by Friday of Week 3 prior to the term when it will be done. Accordingly, students cannot enroll in a group study during add/drop at the beginning of a term.

For a group study to be approved the following requirements must be met:

- **At least five students and no more than eight students are necessary for a group study proposal. If final enrollment does not meet the minimum of five students, the group study cannot proceed.**
- **All students share responsibility for the design of the group study and the preparation of the proposal.**
- **The proposal must:**
 - **contain a clear description of the educational goals and methods of the study;**
 - **identify the tangible products;**
 - **include a syllabus based upon a minimum of 150 academically engaged hours per student for the term.**
 - **outline criteria for evaluation, being clear about what constitutes participation worth of credit;**
 - **identify a faculty sponsor and any additional resource person;**
 - **identify a student administrator whose responsibilities include:**
 - **Acting as the point of contact for the group study;**
 - **Securing space for meetings and class activities;**
 - **Administration of course budget;**
 - **Submission of a progress report to the academic dean at midterm;**
 - **Submission of an evaluation of each student to the registrar within three weeks after the end of the term (the group decides how these evaluations will be done);**
 - **contain an itemized budget. Budget support is available from the college for expenditure such as travel and supplies necessary to the learning activity. The maximum award is \$300 that includes items such as photocopying, travel, supplies, phone calls, lecture fees, and honorarium for an outside resource person.**

Principles of equal enrollment opportunity apply; a student must be in good academic standing, (i.e. **not on academic probation**), to enroll or participate in a group study.