



Application for Residency

Student and project information

Student last name (print clearly):

First name (print clearly):

Title of residency (60 characters maximum including spaces and special chracters):

Term in which project is to begin:

International travel

Will you be traveling outside of the US during your residency? (Yes/No):

If yes, where:

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

Mailing address:

Telephone:

Email:

Contact person who will know how to reach you

Name:

Address:

City:

State:

ZIP code:

Telephone:

Email:

Approvals

The Project Director's approval indicates: (1) approval of the 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. The advising team's approval indicates approval of the attached proposal as appropriate for the student.

Project Director — COA faculty member
name and signature:

Date:

Faculty Advisor name and signature:

Date:

Project Director — non-COA faculty
member name and signature (attach CV):

Date:

Academic Probation Officer (Required):

Date:

Demystifying residency applications — writing the proposal

1. Signatures. The Application for Residency cover sheet has spaces for the approvals of the COA faculty Project Director, a non-COA Project Director (if applicable), and the Academic Probation Officer. These approvals ensure 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 someone on campus to serve as a back-up director should there be any difficulties with your off-campus director.

2. The proposal. The proposal does not need to be a lengthy document, but it must 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, the project itself is likely to be problematic for the student. R&A will assign two readers to your proposal. They will check 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 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).

3. Description. Include a full description of the residency, background information about why you chose it, how it is a fitting addition to your interdisciplinary education at COA, and what new experiences or coursework you plan to undertake during your residency.

4. Academically engaged hours. All proposals must document 450 academically engaged hours (150 per credit). Time logs must be kept and will be reviewed (at 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 work through short essays, writing assignments, reading responses, and the creation of and/or reporting on a final product.

5. Goals. State what you hope to learn by participating in this residency and what you hope to achieve by the time it is completed. You may separate these into educational goals and project goals. Ideally, the criteria for evaluation will relate directly to these goals.

6. New learning. Identify what you will need to learn in order to do this project and how you will go about gaining this new learning. List printed or electronic resources in the bibliography. If you expect to consult an expert or resource person, describe their background and/or current position.

7. 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 exhibited. If your product has implications for the schedule, any space, or a program on campus, be sure you have received permission from the appropriate committee or administrator. If it requires significant expense, indicate how you expect to find the funds you need.

8. Role of the director(s). The approval of the director(s) indicates they are familiar with the project and willing to work with you in a supervisory role. Indicate why they are appropriate, how they will assist you, and how often you will meet. Identify a member of the college faculty or staff as a backup director if your primary director is not formally associated with the college. Be cautious about having several primary directors; one should be identified as the person who will evaluate the project and submit a narrative evaluation to the Registrar's Office for your transcript, and each director's role should be clearly spelled out.

9. Criteria for evaluation. List the criteria your director will use to evaluate the residency for your transcript. The criteria should relate to your goals and give the director specific measures for determining whether you met them, whether the quality of the final product meets expectations for advanced work, whether you learned what you needed to learn, and whether the residency is worth three credits.

10. Timetable. Indicate what you are going to do and when, including dates for submitting drafts to your director(s) and time for revision. The timetable serves as an agreement between you and your director(s) about how the residency will be conducted and gives both of you an objective way to measure progress.

11. Bibliography or list of resources. List the items you have consulted or expect to consult — books, articles, internet sites, laws, museum displays, films, computer manuals, and similar. Since this work results in three academic credits, it is expected that your residency will involve research or other preparation; the bibliography demonstrates what you will use to begin.