

# COVER SHEET FOR OSSISURB ACTIVITIES

## Cover Sheet Preparation

The OSSISURB cover sheet is both a contract between the student and project advisor and evidence to ensure proper credit is assigned to Research (R), Independent Study (IS) and Olin Self Study (OSS) activities. The student and project advisor should

- develop a plan of study and title for the project,
- agree upon an assessment plan for the project,
- determine how many credit hours are appropriate for the activity and how they should be distributed between (GENERAL, MTH, ENG, SCI, AHSE),
- if necessary based on the credit allocation, solicit the review of a discipline specific advisor
- complete, sign and submit the cover sheet.

## I. Project Information

**Student Name:** Fill in your name.

**ID Number:** Fill in your student ID number.

**This project is:** Select one of the four options. Please complete a separate form for each distinct project.

**Year:** Select the current year.

**Term:** Select Fall, Spring or Summer semester.

**Project Title:** Enter a descriptive title for the project. The title of the project will not appear on the student's transcript.

**Plan of Study:** The plan of study includes a description of the proposed work (in the case of Research-F, this portion will be minimal as the faculty member has already described the proposed work) and a plan for how the work will be accomplished. A plain text description should be included in the form, which allows copy/past from other applications.

**Assessment Plan:** The assessment plan should include a list of deliverables and a description for how the final grade will be determined. This plan is agreed upon by the project advisor and the student. For OSS activities please see the OSS guidelines, which require a final written deliverable. A plain text description should be included in the form, which allows copy/past from other applications.

**See [ossisurb.olin.edu](http://ossisurb.olin.edu) for tips on writing your Plan of Study and Assessment Plan, as well as samples.**

## II. Credits

**Credits for R, IS and OSS:** For all three project types (R, IS, and OSS) the credit allocation for a project is up to the student, the project advisor and the disciplinary advisor (if necessary). A project can earn credits in at most 2 colors (GENERAL, MTH, ENG, SCI, AHSE). For each color credits must be allocated in whole units (integers – no fractions). For example, a student pursuing a four-credit research project in an area that combines biology and art may qualify for two credits in SCI0097 and two credits in AHSE0197.

**Credits for R:** A project can be undertaken for 1, 2, 3, or 4 credits. The following titles and course numbers will show up on a student's transcript:

ISR0097	Undergraduate Research
AHSE0197	Undergraduate Research in Arts, Humanities, Social Science
AHSE0597	Undergraduate Research in Business and Entrepreneurship
ENGR0097	Undergraduate Research in Engineering
MTH0097	Undergraduate Research in Mathematics
SCI0097	Undergraduate Research in the Sciences

The default grading system is P/NC for research activities. Any student who wishes to apply to use a research activity to satisfy a course requirement must follow the guidelines published by the CSTB. Note that the CSTB will require that course requirements receive a letter grade, and therefore the approved research will be taken as a letter grade. Note that it will be under extraordinary circumstances that research is approved to satisfy a course requirement.

**Credits for IS:** A project can be undertaken for 1, 2, 3, or 4 credits. The following titles and course numbers will show up on a student's transcript:

ISR0098	Independent Study
AHSE0198	Independent Study in Arts, Humanities, Social Science
AHSE0598	Independent Study in Business and Entrepreneurship
ENGR0098	Independent Study in Engineering
MTH0098	Independent Study in Mathematics
SCI0098	Independent Study in the Sciences

The default grading system is P/NC for independent study activities. Any student who wishes to apply to use a research activity to satisfy a course requirement must follow the guidelines published by the CSTB. Note that the CSTB will require that course requirements receive a letter grade, and therefore the approved independent study will be taken as a letter grade. Note that it will be under extraordinary circumstances that independent study is approved to satisfy a course requirement.

**Credits for OSS:** It is required that the OSS involves 4-credits devoted to one cohesive project. The work may be split into 2-credits over 2 consecutive semesters.

ISR4198	Olin Self Study
AHSE4198	Olin Self Study in Arts, Humanities, Social Science
AHSE4598	Olin Self Study in Business and Entrepreneurship
ENGR4198	Olin Self Study in Engineering
MTH4198	Olin Self Study in Mathematics
SCI4198	Olin Self Study in Science

Because the OSS is a course requirement it is taken for a letter grade.

### **III. Authorization**

Authorization for R, IS and OSS activities, including credit allocation, is solely the responsibility of the student and the project advisor. Signatures may be obtained electronically on the PDF form or in writing on a hardcopy. If the signature is in writing the form must be scanned to create hardcopy PDF version.

Cases:

1. General credit for R, IS and OSS activities.  
The student and project advisor agree upon the proper number of credits for the activity.
2. Specific credit (e.g. MTH, ENG, SCI, AHSE) for R, IS or OSS activities where the project advisor has credentials in the field.  
The student and project advisor agree upon the proper credit distribution for the activity. The project advisor signs the form as the project advisor to certify that he/she accepts the plan of study and assessment plan AND signs the form as the disciplinary signer to certify that the proposed activity will earn credits in the chosen field.
3. Specific credit (e.g. MTH, ENG, SCI, AHSE) for R, IS or OSS activities where the project advisor does not have sufficient credentials in the field.  
The student and project advisor solicit the review of another faculty member with expertise in the field to serve as the disciplinary signer. The project advisor's signature certifies that he/she accepts the plan of study and assessment plan, while the disciplinary signer certifies that the proposed activity will earn credits in the chosen field.

**Student:** certifies that he/she accepts the plan of study and assessment plan.

**Project Advisor:** certifies that he/she accepts the plan of study and assessment plan.

**Disciplinary Advisor:** certifies that the proposed activity will earn credits in the chosen field. If the project advisor has credentials in the field of the proposed project, the project advisor signs as both the project and disciplinary advisor. Otherwise, if the project advisor does not have sufficient credentials in the field, a separate disciplinary advisor certifies the activity with a signature.

### **IV. Submission Procedure**

The following two steps are required for registration by the last day of the Add period at the start of the given semester:

1. Register for the appropriate course via the standard online registration system
2. Submit a hardcopy of the completed cover sheet with all three signatures directly to the Star Center

Any student not turning in the form to the Star Center by this day, or turning in forms without all required signatures, will be dropped from the course!

**Students should retain a copy of the form for at least one semester.**