



SPECIAL STUDIES PROJECT APPLICATION

(please print clearly)

Last Name		First Name	Net ID	Cornell ID
<i>Undergraduate Student</i> (please circle one)	or	<i>Graduate Student</i>	Number of Credits: 1 2 3 (please circle one)	
1 st seven weeks		2 nd seven weeks (please circle one)	Full semester	
				Grade Option <i>Letter</i> or <i>S/U</i> (please circle one)

Title of Project: _____

Provide a short, descriptive narrative of your proposed studies, including how it will contribute to your educational and professional development goals: _____

List reading assignments, resources, and/or deliverables to be used for this project:

Product or deliverable for studies (term paper, presentation, report, etc.): _____

Faculty and student agree to meet/discuss _____ times per week for _____ minutes each about this project.
*Please see page 2 for guidelines.

I, _____ agree to supervise the special studies project of this student.
Faculty Sponsor's Name (printed)

Faculty Sponsor's Signature: _____ **Date** _____

***** STUDENT MUST READ AND SIGN REVERSE*****

Official Use Only	Reviewed by:	Date:
	Enrollment processed by:	Date:

Students have the option of conducting a special studies project in any academic area of the School of Hotel Administration. Projects are conducted under the direction of a SHA faculty member, and regular, frequent consultations are mandatory.

Students are limited to a maximum of 6 special studies credits toward degree requirements. **

NOTE: Up to 3 special studies credits, taken for letter grade, may fulfill HADM elective requirements for the B.S. degree. Any additional will be noted as Free electives. **

Academic credit may not be earned for special studies when the equivalent material is offered in a regular course.

Credit cannot be earned for teaching assistant work.

The number of credit hours for such projects will be arranged on an individual basis. Note that students are committed to a specific number of hours of independent academic work per week per credit hour (* see below), and such work must be performed in the term for which the student has duly registered for the independent study. The usual University add/drop policy applies, and retroactive credit for work commenced after an academic term has ended is not permitted.

* Academic effort for a *1-credit independent study over a 15-week semester*:

- Weekly meetings with supervising professor of about 0.8 hours.
- About 1.7 hours of additional academic effort per week for 15 weeks, in addition to meeting with the supervising professor.

Academic effort for a *1-credit independent study during 7-week session*:

- Weekly meetings with supervising professor of about 1.6 hours.
- About 3.4 hours of additional academic effort per week for 7 weeks, in addition to meeting with the supervising professor.

Academic effort for a *2-credit independent study during 15-week semester*:

- Weekly meetings with supervising professor of about 1.6 hours.
- About 3.4 hours of additional academic effort per week for 15 weeks, in addition to meeting with the supervising professor.

Academic effort for a *2-credit independent study during 7-week session*:

- Weekly meetings with supervising professor of about 3.2 hours.
- About 6.8 hours of additional academic effort per week for 7 weeks, in addition to meeting with the supervising professor.

Academic effort for a *3-credit independent study during 15-week semester*. **** 3 credit special studies is not permitted in 7 week sessions.**

- Weekly meetings with supervising professor of about 2.5 hours.
- About 5 hours of additional academic effort per week for 15 weeks, in addition to meeting with the supervising faculty.

I am aware of and understand the regulations and responsibilities regarding special studies as noted on this form.

Student Signature: _____

NetID

Today's Date