ISR/G Instructions:

1. Fill in ISR/G Cover Sheet form after reading the Catalog Policy and Guidelines

2. Supporting Documentation - Create a document containing the following:

- Plan of Study: What you want to get out of the experience and how you plan to accomplish those goals, including a proposed schedule of activities for the semester.
- Assessment Plan: Tangible items that you plan to produce, to prove that you have followed through on what you planned to do. How will all assignments be weighted, and which assessment categories (e.g., OLOs) and metrics will be used to determine grades (for ISR-G) and feedback?

3. Send ISR/G Cover Sheet form and supporting documentation to your advisor(s) for review and approval signature(s).

- If you are unable to obtain hard signatures or e-signatures, we will accept an email approval, if it is sent to you, the student, and included as part of supporting documentation. *NOTE*: please do not have your advisor(s) email the registrar's office directly (imagine our inbox!). Ask your advisor for an email stating that your project has been approved and include that email as part of your supporting documentation.

4. Using Adobe DC*, *COMBINE* ISR/G Cover Sheet form and all supporting documentation (including approval email, if applicable) in to ***ONE*** pdf (file name: last, first) and email to registrar@olin.edu for further processing.

* All Olin students have access to Adobe DC which allows you to combine multiple pdf's into one pdf. If you haven't done so already, go to the Adobe site and download the application: https://wikis.olin.edu/it/doku.php?id=adobe_creative_cloud_cc

Olin College of Engineering

Before registering for an Independent Study/Research Project, first read the complete ISR/G guidelines on the Registrar's Page on the Olin website, including information about the Olin Learning Outcomes (OLOs). This form is not to be used for summer research. *Submit this completed form and all supporting documentation (see below) to the Registrar's Office (**registrar@olin.edu**) no later than the <u>ADD deadline</u>.*

Student Name _____ Student ID _____

Semester for ISR/G: _____ Major _____ Planned Grad Year _____

Indicate ISR/G credit area: AHS   E!   ENGR   MTH   SCI   (GDC) General Degree Credit Only

The ISR/G will be taken for   Letter Grade *OR*   Pass/No Credit

Indicate how many credits the ISR/G will carry: 1   2   3   4

Project Title _____

(The Project Title appears on the transcript only for ISR/G projects that receive a letter grade. <u>32 character max</u>)

To describe your project in more detail please ***create a document*** containing the following:

1) **Plan of Study:** What you want to get out of the experience and how you plan to accomplish those goals, including a proposed schedule of activities for the semester.
2) **Assessment Plan:** Tangible items that you plan to produce, to prove that you have followed through on what you planned to do. How will all assignments be weighted, and which assessment categories (e.g., OLOs) and metrics will be used to determine grades (for ISR-G) and feedback?

Signatures*
Student: Signature certifies acceptance of the plan of study and assessment plan

Name _____ Signature _____

ISR/G Project Advisor: Signature certifies acceptance of the plan of study and assessment plan

Name_____ Signature _____

Disciplinary Advisor (if required per guidelines): Signature certifies that the proposed activity will earn credits in the chosen field (may be the same as the project advisor)

Name_____ Signature _____

Authorization requires a minimum of two signatures, the student and the project adviser. If the project is being advised by someone who is not part of the academic discipline in which the credits are being awarded, a disciplinary adviser signature must also be obtained.

*If obtaining e-signatures is not possible, we will accept an email approval provided it is sent directly to the student from the project advisor and disciplinary advisor (if required) and include it with this completed form as part of supporting documentation.

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