Directed Research Instructions

A directed research course provides students with a unique opportunity to learn about a field where opportunities to do so through course offerings are limited or do not exist. Price students who wish to conduct directed research must follow all instructions listed below.

1. Student prepares brief description of proposed research project.
2. Student identifies a Price School faculty member who will supervise the directed research course and contacts the degree program administrator to confirm eligibility of proposed supervising faculty.
3. Student, in collaboration with the supervising faculty, prepares the course syllabus using the Price School directed research syllabus template (attached).
4. The student must submit the directed research syllabus via [this webform](https://app.smartsheet.com/b/form/750ed716d3214df39392bb396fa1b9a1).
5. Once the syllabus is reviewed and approved by the supervising faculty and program director, the student will be granted departmental clearance for registration.

NB: Students who register for directed research during the **summer term** must:

1. Register for the correct section of directed research, as each section will unique dates.
2. Adjust weekly time requirements to align with the number of semester weeks. Please review the Registrar’s guidelines on [contact hours](https://arr.usc.edu/faculty-staff/classroom-scheduling/contact-hours/).

Guidelines for Completing the Syllabus Template

The directed research syllabus *must* be fully completed; all areas in blue must be filled in.

1. A course description
2. Detailed learning objectives
3. Course requirements
4. Meeting and work times
5. Assignment submission policy
6. Reading and assignments, including a list of appointment times with the supervising professor, number of hours of effort per week, deliverable due dates, and readings.

DIRECTED RESEARCH **Choose an item.**

Subtitle of Directed Research

Semester: Select Semester

# Units

Graded: Choose an item.

Student Name

Select Degree Program

Student Phone No. ###-###-####

Student Email: netID@usc.edu

Instructor Name

Instructor Phone No.: ###-###-####

Instructor Email: email@usc.edu

#### Course Description

Describe the course in 200 words

#### Learning Objectives

Identify what specific, measurable skills the student will demonstrate by the end of the course. The learning objectives should be aligned with the assignments, assessments, and learning materials.

#### Course Requirements

|  |  |  |  |
| --- | --- | --- | --- |
| **Requirement** | **Description** | **Due Date** | **Value** |
| Requirement #1 | Requirement #1 description; add/remove rows as necessary. | Select Date | ##% |
| Requirement #2 | Requirement #2 description; add/remove rows as necessary. | Select Date | ##% |
| Requirement #3 | Requirement #3 description; add/remove rows as necessary. | Select Date | ##% |
| Requirement #4 | Requirement #4 description; add/remove rows as necessary. | Select Date | ##% |
| **TOTAL** | | | **100%** |

#### Grade Breakdown

|  |  |  |  |
| --- | --- | --- | --- |
| **Percent** | **Grade** | | **C/NC** |
| 95-100 |  | A | Credit |
| 90-94 |  | A- | Credit |
| 87-89 |  | B+ | Credit |
| 83-86 |  | B | Credit |
| 80-82 |  | B- | No Credit |
| 77-79 |  | C+ | No Credit |
| 73-76 |  | C | No Credit |
| 70-72 |  | C- | No Credit |
| 67-69 |  | D+ | No Credit |
| 63-66 |  | D | No Credit |
| 60-62 |  | D- | No Credit |
| <59 |  | F | No Credit |

#### Meeting and Work Times

Describe the method of course delivery (i.e., in-person, distance-learning style, via email with face-to-face/video meetings as necessary), etc.

Class time, also referred to as contact hours, includes engagement with instructors through presentation, discussion, and/or other exercise that foster critical engagement with lecture materials, coure materials, or discussion with classmates. For asynchronous online class sessions, this may includequestion and answer, or other methods. (USC Curriculum Handbook, 2020)[[1]](#footnote-1)

One semester unit represents approximately 1 hour of class time and 2 hours of outside work (3 hours total) per week for a 15-week term. Please indicate the number of meeting hours for both class time/contact hours and independent work:

|  |  |
| --- | --- |
| **Category** | **Hours/Week** |
| Class time/Contact hours | ## |
| Independent | ## |
| **Total Hours per Week** | ## |

#### Assignment Submission Policy

Detail the assignment submission policy, i.e., all papers will be submitted by 11:59pm on the due date listed above.

#### Reading and Assignments

|  |  |  |  |
| --- | --- | --- | --- |
| **Week** | **Date** | **Topic Header** | **Readings & Assignments [bibliography]** |
| **1** | Select Date | Week 1 Topic | Week 1 Reading & Assignments |
| **2** | Select Date | Week 2 Topic | Week 2 Reading & Assignments |
| **3** | Select Date | Week 3 Topic | Week 3 Reading & Assignments |
| **4** | Select Date | Week 4 Topic | Week 4 Reading & Assignments |
| **5** | Select Date | Week 5 Topic | Week 5 Reading & Assignments |
| **6** | Select Date | Week 6 Topic | Week 6 Reading & Assignments |
| **7** | Select Date | Week 7 Topic | Week 7 Reading & Assignments |
| **8** | Select Date | Week 8 Topic | Week 8 Reading & Assignments |
| **9** | Select Date | Week 9 Topic | Week 9 Reading & Assignments |
| **10** | Select Date | Week 10 Topic | Week 10 Reading & Assignments |
| **11** | Select Date | Week 11 Topic | Week 11 Reading & Assignments |
| **12** | Select Date | Week 12 Topic | Week 12 Reading & Assignments |
| **13** | Select Date | Week 13 Topic | Week 13 Reading & Assignments |
| **14** | Select Date | Week 14 Topic | Week 14 Reading & Assignments |
| **15** | Select Date | Week 15 Topic | Week 15 Reading & Assignments |
| **16** | Select Date | Final Summative Experience: Describe. | Week 16 Reading & Assignments |

# Statement on Academic Conduct and Support Systems

## Academic Conduct:

Plagiarism – presenting someone else’s ideas as your own, either verbatim or recast in your own words – is a serious academic offense with serious consequences. Please familiarize yourself with the discussion of plagiarism in SCampusin Part B, Section 11, “Behavior Violating University Standards” <https://policy.usc.edu/scampus-part-b/>. Other forms of academic dishonesty are equally unacceptable. See additional information in SCampusand university policies on [Research and Scholarship Misconduct](https://policy.usc.edu/research-and-scholarship-misconduct/).

## Students and Disability Accommodations:

USC welcomes students with disabilities into all of the University’s educational programs. The Office of Student Accessibility Services (OSAS) is responsible for the determination of appropriate accommodations for students who encounter disability-related barriers. Once a student has completed the OSAS process (registration, initial appointment, and submitted documentation) and accommodations are determined to be reasonable and appropriate, a Letter of Accommodation (LOA) will be available to generate for each course. The LOA must be given to each course instructor by the student and followed up with a discussion. This should be done as early in the semester as possible as accommodations are not retroactive. More information can be found at osas.usc.edu. You may contact OSAS at (213) 740-0776 or via email at [osasfrontdesk@usc.edu](mailto:osasfrontdesk@usc.edu).

## Support Systems:

### Counseling and Mental Health - (213) 740-9355 – 24/7 on call

<https://studenthealth.usc.edu/counseling/>

Free and confidential mental health treatment for students, including short-term psychotherapy, group counseling, stress fitness workshops, and crisis intervention.

### National Suicide Prevention Lifeline - 1-800-273-8255

<http://www.suicidepreventionlifeline.org>

Provides free and confidential emotional support to people in suicidal crisis or emotional distress 24 hours a day, 7 days a week.

### Relationship & Sexual Violence Prevention Services (RSVP) - (213) 740-4900 - 24/7 on call

[https://studenthealth.usc.edu/sexual-assault/](https://studenthealth.usc.edu/sexual-assault/%20)

Free and confidential therapy services, workshops, and training for situations related to gender-based harm.

### Office of Equity, Equal Opportunity, and Title IX (EEO-TIX) - (213) 740-5086

<https://eeotix.usc.edu/>

Information about how to get help or help someone affected by harassment or discrimination, rights of protected classes, reporting options, and additional resources for students, faculty, staff, visitors, and applicants.

### Reporting Incidents of Bias or Harassment – (213) 740-5086 or (213) 821-8298

<https://usc-advocate.symplicity.com/care_report>

Avenue to report incidents of bias, hate crimes, and microaggressions to the Office of Equity and Diversity | Title IX for appropriate investigation, supportive measures, and response.

### The Office of Student Accessibility Services (OSAS) - (213) 740-0776

[osas.usc.edu](https://osas.usc.edu/)

OSAS ensures equal access for students with disabilities through providing academic accommodations and auxiliary aids in accordance with federal laws and university policy.

### USC Campus Support and Intervention - (213) 821-4710

<https://campussupport.usc.edu/>

Assists students and families in resolving complex personal, financial, and academic issues adversely affecting their success as a student.

### Diversity, Equity and Inclusion - (213) 740-2101

<https://diversity.usc.edu/>

Information on events, programs and training, the Provost’s Diversity and Inclusion Council, Diversity Liaisons for each academic school, chronology, participation, and various resources for students.

### USC Emergency - UPC: (213) 740-4321, HSC: (323) 442-1000 – 24/7 on call

<https://dps.usc.edu/>, <https://emergency.usc.edu/>

Emergency assistance and avenue to report a crime. Latest updates regarding safety, including ways in which instruction will be continued if an officially declared emergency makes travel to campus infeasible.

### USC Department of Public Safety - UPC: (213) 740-6000, HSC: (323) 442-120 – 24/7 on call

<https://dps.usc.edu/>

Non-emergency assistance or information.

### Office of the Ombuds - (213) 821-9556 (UPC) / (323-442-0382 (HSC)

[ombuds.usc.edu](http://ombuds.usc.edu/)

A safe and confidential place to share your USC-related issues with a University Ombuds who will work with you to explore options or paths to manage your concern.

### Occupational Therapy Faculty Practice - (323) 442-3340 or otfp@med.usc.edu

[chan.usc.edu/otfp](http://chan.usc.edu/otfp)

Confidential Lifestyle Redesign services for USC students to support health promoting habits and routines that enhance quality of life and academic performance.

1. USC Curriculum Handbook 2020, <https://arr.usc.edu/services/curriculum/resources.html> [↑](#footnote-ref-1)