**UNDERGRADUATE DIRECTED RESEARCH CONTRACT**

**Please read all instructions carefully.**

1. Directed Research is usually intended for juniors and seniors who have excelled in the major and have developed a specific research interest.
2. Prospective students must be in good academic standing with a minimum cumulative 3.0 GPA.
3. Student prepares brief description of proposed research project (Note: 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).
4. 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.
5. Student, in collaboration with the supervising faculty, prepares the course syllabus using the Price School directed research syllabus template.
6. Student completes the Directed Research Contract, obtains the faculty supervisor’s signature, and submits the form to the appropriate program administrator for the course registration departmental clearance. Accompanying the contract should be the Directed Research syllabus.

**Student Information**

|  |  |
| --- | --- |
| Name: [Fill in] | USC ID Number: [Fill in] |
| Email: [Fill in] | Daytime Phone Number: [Fill in]  |
| Degree Program: [check one] [ ] BS Public Policy [ ] BS Real Estate & Development [ ] Urban Studies & Planning |
| Course Name: [check one] [ ] PPD 490 [ ] RED 490  | Section Number: [Fill in]  | Number of Units[Fill in] |
| Semester: [check one] [ ] Fall [ ] Spring [ ] Summer | Year: [Fill in]  |
| Format of Research Project: (i.e. research paper, formal publication, other-describe) [Fill in]  |
| Student’s Signature: [Sign] | Date: [Fill in]  |

**Supervising Professor Approval**

I agree to supervise the student’s proposed directed research project. In my opinion, the student is academically prepared to carry out the work and the research project will provide an educational benefit. The project outline and timetable are in conformity with the Price School’s guidelines for directed research courses.

|  |  |  |
| --- | --- | --- |
| Supervising Professor Name: [Fill in]  | Professor Signature:  | Date: [Fill in]  |

**Department Chair or Director Approval**

I agree to supervise this directed research course. The student is academically prepared to carry out the work and the research project will provide an educational benefit. The syllabus conforms with the Price School’s guidelines for directed research courses.

|  |  |  |
| --- | --- | --- |
| Degree Director’s Name: [Fill in]  | Degree Director’s Signature:  | Date: [Fill in]  |
| Department Chair’s Name: [Fill in]  | Department Chair’s Signature:  | Date: [Fill in]  |

**Academic Affairs Approval** (if required)

|  |  |  |
| --- | --- | --- |
| Supervising Professor Name: [Fill in]  | Supervising Professor’s Signature:  | Date: [Fill in]  |



**DIRECTED RESEARCH**

**PPD 490 / RED 490 Directed Research**

Subtitle of Directed Research: [Fill in]

Semester: [Fill in]

Number of Units: [Fill in]

Graded: Letter Grade

**Student Name:** [Fill in]

Degree Program: [Fill in]

Student Phone No.: [Fill in]

Student Email: [Fill in]

**Instructor Name:** [Fill in]

Instructor Phone No.: [Fill in]

Instructor Email: [Fill in]

**Course Description**

Describe the course in 200 words.

[Fill in]

**Learning Objectives**

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

[Fill in]

**{Sample} Course Requirements**

Outline the course requirements and the weight of the requirement

|  |  |  |  |
| --- | --- | --- | --- |
| **Requirements** | **Description** | **Due Date** | **% worth** |
| i.e. Mini Paper #1 | 5 page paper |  | 20% |
| i.e. Mini Paper #2 | 5 page paper |  | 20% |
| i.e. Mini Paper #3 | 5 page paper |  | 20% |
| Final Paper | 20 page paper |  | 60% |
| **TOTAL** | **100%** |

**Grade Breakdown**

|  |  |
| --- | --- |
| **Percent** | **Letter Grade** |
| 95-100 | A |
| 90-94 | A- |
| 87-89 | B+ |
| 83-86 | B |
| 80-82 | B- |
| 77-79 | C+ |
| 73-76 | C |
| 70-72 | C- |
| 67-69 | D+ |
| 63-66 | D |
| 60-62 | D- |
| <59 | F |

**Meeting and Work Times**

Please list all meeting times. Each unit equals 12.5 hours of meeting time and independent study over a fifteen-week semester.

1 unit = 12.5 hours

2 units = 25 hours

3 units = 37.5 hours

4 units = 50 hours

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Hours** | **Activity** | **Total Hours** |
| i.e. 0-00-2017 | 11-1pm | Meeting with Faculty | 2 |
| i.e. 0-00-2017 | 11-1pm | Independent Study | 2 |
| Etc. |  |  |  |
| Etc.  |  |  |  |
| Etc.  |  |  |  |
| Etc.  |  |  |  |
| Etc.  |  | **TOTAL** |  |

**Assignment Submission Policy**

i.e. All papers will be submitted by email by the deadline.

[Fill in]

**Reading and Assignments – This section must be complete.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Week #** | **Date** | **Topic Header** | **Readings & Assignments [bibliography]** |
| **1** | Must be a date in the first week of the semester. |  |  |
| **2** |  |  |  |
| **3** |  |  |  |
| **4** |  |  |  |
| **5** |  |  |  |
| **6** |  |  |  |
| **7** |  |  |  |
| **8** |  |  |  |
| **9** |  |  |  |
| **10** |  |  |  |
| **11** |  |  |  |
| **12** |  |  |  |
| **13** |  |  |  |
| **14** |  |  |  |
| **15** |  |  |  |
| **16** | Final summative experience due. |  |  |

**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 *SCampus* in 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 *SCampus* and university policies on scientific misconduct, <http://policy.usc.edu/scientific-misconduct>.

**Support Systems:**

*Student Counseling Services (SCS) - (213) 740-7711 – 24/7 on call*

Free and confidential mental health treatment for students, including short-term psychotherapy, group counseling, stress fitness workshops, and crisis intervention. <https://engemannshc.usc.edu/counseling/>

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

Provides free and confidential emotional support to people in suicidal crisis or emotional distress 24 hours a day, 7 days a week. <http://www.suicidepreventionlifeline.org>

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

Free and confidential therapy services, workshops, and training for situations related to gender-based harm. <https://engemannshc.usc.edu/rsvp/>

*Sexual Assault Resource Center*

For more information about how to get help or help a survivor, rights, reporting options, and additional resources, visit the website: <http://sarc.usc.edu/>

*Office of Equity and Diversity (OED)/Title IX compliance – (213) 740-5086*

Works with faculty, staff, visitors, applicants, and students around issues of protected class. <https://equity.usc.edu/>

*Bias Assessment Response and Support*

Incidents of bias, hate crimes and microaggressions need to be reported allowing for appropriate investigation and response. <https://studentaffairs.usc.edu/bias-assessment-response-support/>

*Student Support & Advocacy – (213) 821-4710*

Assists students and families in resolving complex issues adversely affecting their success as a student EX: personal, financial, and academic. <https://studentaffairs.usc.edu/ssa/>

*Diversity at USC –* [*https://diversity.usc.edu/*](https://diversity.usc.edu/)

Tabs for Events, Programs and Training, Task Force (including representatives for each school), Chronology, Participate, Resources for Students

**Statement for Students with Disabilities**

Any student requesting academic accommodations based on a disability is required to register with Disability Services and Programs (DSP) each semester. A letter of verification for approved accommodations can be obtained from DSP. Please be sure the letter is delivered to me (or to TA) as early in the semester as possible. DSP is located in STU 301 and is open 8:30 a.m.–5:00 p.m., Monday through Friday. Website and contact information for DSP: http://sait.usc.edu/academicsupport/centerprograms/dsp/home\_index.html

(213) 740-0776 (Phone), (213) 740-6948 (TDD only), (213) 740-8216 (FAX)

ability@usc.edu

**Emergency Preparedness/Course Continuity in a Crisis**

In case of a declared emergency if travel to campus is not feasible, USC executive leadership will announce an electronic way for instructors to teach students in their residence halls or homes using a combination of Blackboard, teleconferencing, and other technologies.