

Please Print:

Name (last, first, middle): _____

Hamline ID: _____

Hamline Email: _____

Phone: _____

- **Collaborative research projects may be used to fulfill the Hamline Plan LEAP requirement.** If you are interested in earning LEAP credit for this experience, please download the Independent LEAP Agreement form (available at www.hamline.edu/registrar/forms) and work with your faculty sponsor to complete and submit it to the Undergraduate Curriculum Committee. **NOTE: To earn LEAP credit, you must register for at least 2 credits of Collaborative Research.**
- Students may earn a maximum of 8 credits through Collaborative Research.
- Return completed form to Student Administrative Services (East Hall 113) by the last day to add a class for the term.

Project InformationTerm: Fall Winter Spring Summer Year: _____Have you been formally accepted to the Summer Collaborative Research Program? Yes No

Subject Area: _____ Project Title: _____

Number of semester credits (select one):

- 4 credits (no tuition charged during summer term only)
- 0 credits (project will still appear on your transcript)
- _____ other credits (more than 4 requires Registrar approval; tuition is charged in summer for any credits beyond 4)

Grade Mode (check one):

- A-F grading
- HP/P/N (High Pass/Pass/No Pass)

Student Signature: _____

Date: _____

Faculty Information

Proposal Documentation (select one):

- I approve the attached proposal (see proposal guidelines below); student will earn Hamline Plan "Q" upon completion of this project.
- No proposal required; student will not earn Hamline Plan "Q."

Faculty Sponsor

Printed Name: _____ Signature: _____

Date: _____

Collaborative Research Proposal Guidelines

Your proposal should include the following:

- **DESCRIPTION AND PURPOSE** – State exactly what your project is and why it is important.
- **METHODOLOGY** – Explain how you plan to organize your project. Try to be as specific as possible. What are the steps or methods you will follow to achieve your end? Include a timeline if possible. What sources will you use? Include a bibliography if appropriate.
- **INDEPENDENT CRITICAL INQUIRY AND INFORMATION LITERACY** – If you will be earning the Hamline Plan "Q" through this project, address how this experience will demonstrate your "Q" abilities (frame a meaningful question, develop appropriate and responsible methods of investigation, integrate multiple perspectives, and present results).
- **PROJECT OUTCOMES** – Indicate the nature of anticipated closure or culmination of this project (e.g., a paper, report, presentation).
- **STUDENT-FACULTY COLLABORATION** – Describe the individual contributions of both you and your faculty, as well as how you and your and your faculty collaborator will negotiate your collaboration on this project.
- **TIME COMMITMENT** – Indicate the number of hours you anticipate spending on your project. If possible, include a breakdown of hours spent doing research alone and hours spent with a faculty member. As a general guideline, you should spend an equal amount of time and effort on the project as you would spend in class and completing assignments for an academic course of the same credit value. For summer courses, a minimum of 35-40 hours per week is required.

Note about Summer Housing – Free on-campus housing is available during the summer for students doing collaborative research and is granted on a first come-first served basis. The housing is for ten weeks beginning with the first day of Summer Term classes. If you wish to be considered, fill out a summer housing card at the Office of Residential Life (make sure you indicate on the card that you are a summer research student). You will be notified at the beginning of May as to your housing assignment.