

**DEPARTMENT OF PSYCHOLOGY ♦ COURSE PROPOSAL GUIDELINES**  
**PSYCH 420: Faculty Directed Advanced Tutorial Reading for Psychology as a Natural Science**  
**PSYCH 421: Faculty Directed Advanced Tutorial Reading for Psychology as a Social Science**

**DESCRIPTION:** These courses are for adequately prepared students doing their own independent reading. Reading must be focused on an area of psychology that can be explored through academic literature. Course content, assignments, meeting times and grade requirements are arranged with a U of M psychology faculty member “advisor.” For each credit hour received, the student will complete 45 hours of work (approx. 3 hours per credit, per week for 15 weeks). If the project extends beyond one semester, there must be a measurable sample of work submitted at the end of each semester. Course credit is not retroactive and must be prearranged.

**RECOMMENDED PREREQUISITES:** Students should be of at least junior standing, and have completed at least one 200-level introductory (breadth) psychology course.

**APPROVAL STEPS:**

**Arrange for a faculty advisor...**

- 1) Student contacts a psychology faculty member with research or academic interests in the area that they wish to explore.
- 2) Student and faculty member discuss proposed readings, credit hours, how student’s work will be evaluated and expectations of working together.

**Create a proposal...**

- 3) Student works with their faculty advisor to create a proposal (approximately 1-2 pages) that addresses the following:
  - a. Discuss the focus or overall topic of the readings and why the student is interested in this area. List any courses or other experiences that prompted the student to want to further explore this topic.
  - b. Discuss the goal or intended results of doing an in-depth study of this topic.
  - c. Provide some examples of the readings.
  - d. Explain the type of final project that will be submitted, including the proposed length. See “Final Project” below.
  - e. Summarize the timeline for the project and include deadlines. If the project will extend beyond one semester, please note this in the proposal and explain what the student’s grade will be based on at the end the semester. Please note that a new proposal will have to be submitted for any additional semesters.
  - f. Note how often, when and where the student will meet with the faculty advisor.
  - g. Discuss how many credits the student will be receiving and how the time will be allotted (reading, working on the final project, meeting with the advisor).
- 4) Faculty advisor reviews student’s proposal and notifies student that the proposal is acceptable or if any changes are required.
- 5) Once the student’s proposal has been approved by the faculty advisor, both will fill-out and sign the course proposal cover sheet.

**Submit the proposal to the Psychology Student Academic Affairs Chair and the Committee for Undergraduate Studies for approval...**

- 6) Student then submits a copy of the proposal and this form to the Psychology Student Academic Affairs Office (SAA), which will then be submitted to the Psychology Student Academic Affairs Chair and the Committee for Undergraduate Studies for review. Once the proposal has been reviewed, a staff member from the SAA will contact (via email) the student and faculty advisor.

**Register for the course...**

- 7) If the proposal has been approved, the student should return to the SAA to pick-up a photo copy of the proposal (comments or suggestions made by the Chair and/or Committee are often on this copy). Once the copy has been picked-up by the student, an electronic permission will be issued within 24 hours and the student will be responsible for registering for the course.

**FINAL PROJECT:** A final project is required for this course. A paper of approximately 15-20 pages is recommended for 3-4 credits. Those taking it for less credit should consult with their faculty advisor to determine the length of the final project. Please remember to turn a photo copy of the final project in to the SAA Office no later than the last day of scheduled classes.

**DEADLINES:** All proposals must be submitted to the SAA at least **one week prior to the regular add/drop deadline** (this deadline is the first add/drop deadline and usually occurs within three weeks of the first day of classes). Once the proposal has been approved and a permission has been issued, students are responsible for registering before any applicable deadlines, including the add/drop deadline.

**GRADE:** A letter grade (A-E) will be issued for this course. A passing grade will not be posted until the student has submitted a photo copy of the final project to the SAA. *This copy should be turned in no later than the last day of scheduled classes.*

**NOTES:** These courses *may* count towards the upper division credit requirement for the Psychology Concentration. Brain, Behavior, & Cognitive Science concentrators *may* use PSYCH 420 as one of their BBCS Advanced Courses as long as it is elected for a minimum of 3 credits. We request that students check with a Psychology Advisor to determine if these courses will count for their concentration plan. Each course may be repeated for a total of 6 credits. Only one section of these courses may be taken within a semester.

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**OPTION:**

**PSYCH 328: Research Lab for Psychology - Natural Science OR PSYCH 329: Research Lab for Psychology - Social Science**

This option is available to students who are participating in regular research group staff meetings in their faculty sponsor’s lab. The research performed in the lab must be related to the research that the student is conducting in PSYCH 422 or 423. If choosing this option, students will generally register for their directed research course and the 1 credit research lab. These courses are not appropriate for students who are completing independent projects with faculty if there are no regular group meetings. If choosing this option, students electing PSYCH 422 (Natural Science) should register for PSYCH 328; students electing PSYCH 423 (Social Science) should register for PSYCH 329. These courses are letter graded. Faculty who approve this option must fill-out a course permission card and have the student submit it to the Psychology Student Academic Affairs Office along with this proposal. The permission will be issued at the same time that the student is approved to register

for PSYCH 422 or 423. The student will be responsible for registering for the course before any applicable deadlines (including the add/drop deadline). 328/329 may be repeated for a total of 4 credits. Only one section of 328/329 may be taken within a semester.

**DEPARTMENT OF PSYCHOLOGY ♦ COURSE PROPOSAL COVER SHEET**  
**PSYCH 420: Faculty Directed Advanced Tutorial Reading for Psychology as a Natural Science**  
**PSYCH 421: Faculty Directed Advanced Tutorial Reading for Psychology as a Social Science**

*~attach proposal behind this page~*

**STUDENT INFORMATION**

Name (please print): \_\_\_\_\_ Email Address: \_\_\_\_\_

U of M ID# (middle eight digits of M-card): \_\_\_\_\_ Unique Name: \_\_\_\_\_

I am a (circle one):    Freshman    Sophomore    Junior    Senior

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

List additional independent study courses that you have completed or will be taking. Please include the course number, semester and instructor:

\_\_\_\_\_  
\_\_\_\_\_

**COURSE INFORMATION**

Course (circle one):    420 - Natural Science    421 - Social Science    Credits (1 - 4): \_\_\_\_\_ (1 credit = 45 hours)

Semester/Term (circle one):    F    W    Sp    Su    Sp/Su    Year: 20\_\_\_\_\_

A copy of the final project must be turned into the Psychology Student Academic Affairs Office before the last day of scheduled classes. Please describe what you will be handing in (for example: A 20 page paper that describes my readings and observations).

Final Project Description: \_\_\_\_\_

Will PSYCH 328 or PSYCH 329 be taken concurrently with this course?     No     Yes (attach a Class Permission)

**FACULTY ADVISOR INFORMATION**

Name (please print): \_\_\_\_\_ Instructor Independent #: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Campus Mailing Address: \_\_\_\_\_ Campus Zip: \_\_\_\_\_

Email Address or Unique Name: \_\_\_\_\_

**~OFFICE USE ONLY~**

**PSYCHOLOGY STUDENT ACADEMIC AFFAIRS CHAIR/COMMITTEE REVIEW**

Date Reviewed: \_\_\_\_\_

Denied    Please contact \_\_\_\_\_ at (email or phone) \_\_\_\_\_  
before (date) \_\_\_\_\_ if you would like to have your proposal reconsidered.

Approved    Approved by: \_\_\_\_\_

Comments/Suggestions:     See additional comments written on your proposal.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**FOR OFFICE USE ONLY:**    Student Submitted Proposal to SAA: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_    Received By: \_\_\_\_\_

Final Project Submitted to SAA: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_    Received By: \_\_\_\_\_