

Arch 490, 590, 790 Directed Research Guidelines and Procedures

Guidelines

- Directed Research was created to address the specific situation of a student being interested in deeply investigating an issue that falls outside of his/her course work. The student is allowed to find a faculty member willing to monitor and contribute to this targeted investigation within the time frame of one particular semester.
- They must submit the request for registration in a timely way so that if the proposal does get returned by either the Associate Dean, the Program Director or the Faculty member, there is time to correct before the registration deadline.
- Every student must personally fill out the paper forms (no last minute email requests from either faculty or student, even if abroad).
- Unless there is an approved exception granted by the Associate Dean, the units earned are not to exceed 2 units.
- Typically, faculty members are encouraged not to accept more than 1-2 unit or 2-1 unit Directed Research proposals per student per semester.
- Both the accepted faculty member, Program Director and Associate Dean must sign the form. If the 590 or 790 intended for credit towards a certificate, that program director's signature is also required.
- If student is traveling, or not yet on campus, the Student Services office will put a PDF of the form on the Student Services site so that students abroad can fill out the proper forms. It is the student's responsibility to obtain signatures and delivery of this form within the time frame of registration.

Procedures

- The narrative included in the proposal has to outline the key pedagogical values of this exploration (no credits for working for others, vague topic to be covered, etc.). There must be a point to be explored.
- The faculty and student must determine a set of deliverables to be produced that are equivalent to the proposed unit count. These deliverables are to register that deep and impactful learning has taken place equal to the amount of units granted. A list of deliverables must be attached to the proper forms.
- There must be a calendar of work outlined – along with the narrative and deliverables list.
- The faculty member is expected to meet with the student on a regular, once a week basis.
- *An electronic copy of the final deliverables/paper/report must be provided to the Associate Dean, which will be included in the school archives.*

2014-2015 Academic Year Administration Program Directors and Advisors

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USC Architecture

DIRECTED RESEARCH

ARCH 590

ARCH 790

Section# _____
To be assigned by Student Services

Units _____
(each unit represents 45 hours of work during the semester)

NAME _____ USC# _____

ADDRESS _____

PHONE NUMBER _____ E-MAIL _____

SEMESTER _____ INSTRUCTOR _____

This Class is to be applied to my _____ Graduate Certificate Program. _____ (Director, initials)
(A student must gain approval to apply units to Certificate by appropriate Director at start of research, and not retroactively)

Note: Arch 590 and 790 are graded CR/NC. Maximum Directed Research units to be applied towards a Master degree is 8 units, towards a PhD is 20 units (unless reviewed/approved).

Once all the signatures have been obtained, submit the form to Student Services. You will be contacted via email with the section number and will be given D-Clearance for the course. It will be your responsibility to register for the course.

Please describe in detail this Directed Research Proposal: Itemize the critical research topic/question, planned schedule and set of deliverables for both mid-term and final presentations/reviews. Deliverables must be in both bound hardcopy and CD/PDF format. These should be scaled to number of units requested. Make clear the value of this research project relative to your degree level (undergrad, graduate, PhD). Oversimplified or underwhelming proposals will be rejected. The faculty member and student are expected to meet regularly once a week. As with all course work, the supervising faculty should provide feedback to you at mid term so you both can assess your progress. Use back of form to continue description. Provide attachments if necessary.

Student Signature

Date

I approve of the proposed project and agree to supervise the student's work.

Instructor Signature

Date

Program Director or Program Advisor Signature

Date

Gail Borden, Associate Dean

Date