

# Undergraduate Independent Research Courses in the Computer Science Department CPSC 291/491

## Procedures for CPSC and CECN Degrees

Undergraduate independent research CPSC 291 and 491 course designations are used for students pursuing a research project with a professor that exceeds the offerings of listed courses. This includes, but is not limited to, research projects under the University Honors Program and the Engineering Scholars Program. The number of CPSC 291/491 courses that can be used on a degree plan normally is limited: two if honors sections and one if not. Consult the undergraduate academic advisor for more information about where these courses can be used on the degree plan.

The steps necessary to add a CPSC 291/491 to your schedule are:

- ◇ The student should identify a faculty member who will supervise the research project and reach an agreement about what the project will cover. Supervision of CPSC 291/491 projects is limited to tenured/tenure track faculty (i.e., those with titles of assistant professor, associate professor, or professor).
- ◇ The student must prepare a research course proposal in conjunction with the professor. The proposal, no more than one page in length, should
  - Indicate whether the proposal is for a CPSC 291 (freshman and sophomores) or a CPSC 491 (juniors and seniors).
  - Include the student's name and UIN and the professor's name
  - Describe the objectives of the project or course
  - Identify the deliverables for successful completion of the course
  - Include spaces for the signatures of the student, the professor, and the undergraduate academic advisor.
- ◇ The student should obtain the signatures of the student and the professor on the proposal.
- ◇ If the student is seeking Honors designation for the course, he/she is responsible for consulting with the University Honors office and obtaining/completing all necessary application forms for that office.
- ◇ The student should meet with his/her undergraduate academic advisor to turn in the signed research course proposal. The undergraduate academic advisor will review the materials to ensure that they meet departmental guidelines, signing the proposal after the review.
- ◇ The undergraduate academic advising office will handle the details for opening the appropriate course section, registering the student, making and routing necessary copies of the proposal for subsequent departmental review, and filing the proposal in the student's folder.

The student needs to leave plenty of time for completing these steps. Last-minute submissions may not be able to be processed in time. Although specific timelines will depend on each student's individual case, a rule of thumb is that the student will need to meet with his/her faculty supervisor several times while preparing the proposal—a process likely to take several weeks. The advising office's part of the process can be completed within a few days once an acceptable proposal has been prepared and agreed to by student and faculty supervisor.