

SPECIAL STUDY PROJECT FORM

Instructions for completing the Special Study Project form for research (196) or projects (192)
See the [Academic Section](#) of the UCEAP Guide to Study Abroad for additional information.

Forms must be submitted to the Study Center or the Systemwide UCEAP Office as soon as possible after the project has been arranged, and no later than the deadline for students to submit their MyEAP study lists.

All form fields must be completed.

Enter your **name** as it appears in MyEAP (no nicknames).

The **subject area** of project is the subject area that will be on your UC transcript. This may be changed by UCEAP to conform to UC standards. If a change is made, you will be informed before your study list is finalized.

Hours per week by student is the time you will spend conducting independent reading, research, lab study, or studio work.

UC quarter units requested are calculated using direct contact time, indirect contact time, and work submitted. See the Study Center for assistance. Units may be changed at the systemwide office.

Description must be entered on the form. Write a summary statement of the project. Attach a full description that includes:

- Topic (subject) or research question and objectives.
- Methodology (reading, interviews, statistical analyses)
- Expected result (Including type and expected length of paper, report, lab notebooks, art work, or performance.)
- Outline of steps to implement the project
- Sources - bibliography, archives, experts, art exhibits, community festivals, etc., as appropriate to the topic. In disciplines other than science or performing arts, the research paper or series of reports must include bibliography and footnotes, as appropriate to the subject.

The sections on **Supervision** and **Evaluation** should be completed with the faculty member supervising your project. **Scheduled Consultation Time** is the number of hours per term of *direct* consultation with the supervisor discussing the subject of the study (i.e. office hours or similar). These hours should not include time spent by the student noted on the top of the form.

Written work is required to earn academic credit and a grade. The **Evaluation** section must clearly state the assignment that will be submitted and the date it is due. Assignments may include lab reports, research papers, web sites, etc. If submitting a report, the number of pages must be indicated.

The form must be signed and dated by the student, supervisor, and Study Center representative before the Special Study will be entered on the MyEAP study list.

