Student and Mentor Guide

EN.585.800 and EN.585.801—Independent Study I and II

**BEFORE SEMESTER BEGINS**

Student contacts Caitlin Torgerson ([cthomp44@jhu.edu](mailto:cthomp44@jhu.edu), Course Facilitator) about interest in pursuing research for credit through 585.800/801

Caitlin sends Student the proposal form template to fill out

Student identifies project topic and Research Mentor (“technical advisor”)

Student works with Research Mentor to complete proposal form

Student submits proposal form to Caitlin with Student and Research Mentor signatures

Caitlin helps identify ABE Mentor, obtains remaining signatures

Caitlin loops everyone (Student, Mentors, ABE Chair(s), Coordinator for registration) on an email confirming finalization of proposal (with form attached) and pending course registration

The Student is registered in SIS, and a course section is created in Canvas

*Note that this approval process can bleed over in the first week of the semester, if needed*

*Note that any registrations after the first week of class will receive an “Incomplete” grade at the end of the semester, which will convert to the actual earned grade once all requirements have been met*

**AFTER SEMESTER BEGINS**

Student is expected to spend ~ 10 h/week on research, comparable to other 3-credit, upper-level graduate courses

Student may need to complete IRB or IACUC training, depending on the nature of the research project

Student and Research Mentor meet weekly about research progress and questions.

Student submits record of each weekly meeting. (See Syllabus & Canvas for details.)

Research Mentor is responsible for grading the meetings and student progress

Student and ABE Mentor meet 4x over the course of the semester (approximately every 4 weeks or so for a 14-week semester)

Student submits record of each meeting. (See Syllabus & Canvas for details.)

ABE Mentor is responsible for grading the meetings and student progress

Student submits three (3) graded interim deliverables over the course of the semester. (See Syllabus & Canvas for details.)

Course Facilitator is responsible for grading these

Student submits final graded report for review and assessment by all mentors. (See Syllabus & Canvas for details)

**END OF SEMESTER**

Research Mentor submits the Student grade prior to the Saturday following the last day of the semester

If the Independent Study project began later that the start of the semester, then an option exists for the end-of-semester grade to be entered initially as an “I” (Incomplete), providing the Student with additional time to complete their project for assessment by the Research Mentor (only up until 3 weeks into the next semester), at which point their grade can be updated if research requirements are completed