187:199 (IS: 4990) INTERNATIONAL STUDIES SENIOR PROJECT
REGISTRATION PREAPPROVAL

Student Name________________________________ Student ID number __________________

E-mail______________________________________ Track______________ __________________

Semester of registration ______________________________________________________________

Faculty Mentor Name & Dept. _________________________________________________________

Faculty Mentor Rank (Prof., Assoc. Prof., Asst. Prof., Lecturer, Instructor) __________________

Faculty Mentor Status (Tenured, Tenure-Track, Clinical, Visiting, Adjunct) ________________

Faculty Mentor E-mail ______________________________________________________________

Check one: □ Research Paper      □ Creative Project (Students planning a creative project
must schedule an appointment with the IS Program before registering for Senior Project).

Senior Project Research Proposal—must be attached to this form and must include:
Please note—if you completed 187:095 (IS: 3010) Creating a Proposal for Intl Research, and your research topic
has not changed, you may submit your final research proposal from that course.

- A one-page description of the project, including a specific research question, brief narrative and the
  final form of the project (research paper, poster presentation, multimedia project, etc.).
- A timeline identifying the projected deadline to complete a literature review, how often and by what
  method you will consult with your faculty mentor throughout the semester, and target completion dates
  for the first and second drafts of your project.
- A reading list, in a recognized bibliography format, including at least ten works consulted in your
  preliminary planning and identification of a research question.
- If you intend to complete the Senior Project while off campus you must include information regarding
  your overseas contacts and resources, your plan for ongoing communication with your faculty mentor,
  and an explanation as to what preliminary work you intend to pursue before departure.
- Proof that an application has been submitted to the Human Subjects Office if necessary (see below)

Human Subjects in Research: Any senior project which involves "human subjects"
must be reviewed by the Institutional Review Board (IRB) prior to the initiation of the
project. Students should complete an online IRB determination form at:
http://hso.research.uiowa.edu/human-subjects-research-determinations
Proof of the determination/review process must also be submitted to the
International Studies Program. Contact the IRB at 319/335-6465 or irb@uiowa.edu.

**My research project is subject to IRB approval (please check one): _____ Yes _____ No

Faculty Approval: I have reviewed and approve the Senior Project Research Proposal for the above named
student and agree to serve as faculty mentor for this project. Further, I have reviewed my department’s
guidelines regarding the supervision of student research projects and my supervision of this project is in
accordance with those guidelines.

Faculty signature: _____________________________ Date: ________________

Student Statement: I have reviewed all Senior Project policies and procedures on the International Studies
Program website, and understand the requirements and deadlines for this project.

Student Signature _____________________________ Date: ________________

This form along with the Senior Project Research Proposal must be submitted to the International Studies Program
before a student may register for 187:199 (IS: 4990) Intl Studies Senior Project.
The International Studies Program is grateful to the many faculty members across campus serving as faculty mentors to our majors. The International Studies Senior Project is designed to allow our undergraduate students to approach a topic from the interdisciplinary perspective reflected in their major coursework. Our students would not have this opportunity if not for the efforts of the dedicated faculty at Iowa. Thank you!

Faculty eligible to supervise 187:199 (IS: 4990) Intl Studies Senior Project include the following: tenured, tenure-track, clinical, or (with approval of the DEO of the International Studies Program) visiting or adjunct faculty, at the rank of lecturer, assistant professor, associate professor, or professor. Refer to “Forms/How-To” on the ISBA website for instructions for the approval process for visiting and adjunct faculty.

The Basics:

- Refer to “Forms/How-To” on the IS website for semester-specific forms, deadlines, and instructions.
- The Senior Project is 3 s.h. of graded coursework. Faculty mentors submit grades for each senior project through MAUI, and are encouraged to evaluate students based on the entire semester's effort, not just the final product.
- Students must submit the Registration Preapproval form (which requires faculty mentor signature), to the International Studies Program in order to register. Because your home department number differs from your International Studies instructor number, the International Studies Program will email the student the necessary registration information.
- At midterm, students submit a Progress Report (which requires faculty mentor signature), to the International Studies Program.
- The deadline for submitting the completed project to the International Studies Program is the Friday before the beginning of finals week in both the fall and spring semesters. Students work with their faculty mentor to arrange a date by which they will submit the final project to their mentor which allows enough time for review and approval before the International Studies deadline. Students should submit one copy to the faculty mentor for grading, and a second copy with an International Studies Cover Sheet (which requires faculty mentor signature), to the International Studies Program.

Please note that our guidelines are designed to provide some structure to both faculty and students, but we expect and encourage faculty to amend these guidelines as needed to best fit the individual project and discipline.

During the semester, we hope that you will:

- Help the student form a strong topic with a set of provocative research questions, i.e. share your own steps in generating an idea, conducting research, developing an argument, using and documenting sources, and revising.
- Give insight into the process for conducting research in your field, i.e. standard reference works, bibliographies, major journals and web resources, key concepts and thinkers, methodologies.
- Meet with the student several times (perhaps bi-weekly) during the semester.
- Let International Studies know how we can assist you in working with our students: intlstudies@uiowa.edu.

Expectations of students:

- Approach you with a preliminary research topic identified.
- Present sound reasoning for requesting to work with you.
- Have a clear understanding of the Senior Project requirements and deadlines.
- Demonstrate an intellectual curiosity for their topic.
- Take the initiative in scheduling regular meetings with you throughout the semester, for which goals for each meeting are identified.
- Be prepared for each meeting with you.