

Department of Ethnic Studies MOVE Program Information & Independent Study Policies

Mentorship and Outreach as a Vision for Education (MOVE) is an opportunity to earn academic credit for developing your own ideas and creating a new racial justice and equity related project, program, or research path outside of the formal classroom structure. If you are interested in a MOVE project, program, or research path, you may propose the idea to a department graduate student whose fields of interest are compatible with the proposed project. DES grad student mentors are under no obligations to accept MOVE student mentees but may do so if the topic is in harmony with their areas of interest and they have sufficient time to supervise the project. Mentors are expected to closely oversee and advise their mentee's project throughout the semester. Undergraduate mentees should plan to meet with their graduate student mentors weekly or biweekly to undertake these projects and keep them on track toward their goals.

If human subjects are being used as part of the study (you are observing or interviewing them, or using them in a survey), you must seek approval for your project from the Humans Subjects Coordinator in the department (departmental staff will identify that person for you). In such studies, human subjects' approval must be acquired before the study can begin.

Undergraduate MOVE mentees may earn three (3) upper division Ethnic Studies independent study credit hours per semester (graded on a pass/fail basis) while conducting their approved MOVE project. Please keep in mind that to earn three credits of MOVE/independent study academic credit, undergraduate MOVE mentees must complete a minimum of 75 total hours per semester of approved MOVE project work.

It is the responsibility of the undergraduate student to contact a graduate student to begin the development of the MOVE project. If both agree the project is a worthy endeavor, a MOVE Application/Agreement (p.4-5) is developed and signed by both the student and the grad mentor.

By applying for the MOVE Program, undergraduate mentees and grad mentors accept responsibility for the MOVE/independent study policy information provided in this document.

I. MOVE (Independent Study) Policies

- a. MOVE/independent study credit may not be awarded retroactively.
- b. MOVE/independent study credit must be registered for prior to the add deadline.
- c. MOVE/independent study credit will not be allowed for:
 - i. Internship type experiences
 - ii. Work in university departments
- d. MOVE/independent study credit cannot be used to substitute for:
 - i. A particular course
 - ii. College list or core requirements
- e. MOVE/independent study credit may be acceptable under the following conditions (subject to departmental discretion):
 - i. Work completed elsewhere, e.g., out of state, if the MOVE Agreement is developed in advance
 - ii. Volunteer work, when it is part of and germane to the MOVE project
 - iii. Work in business, when it is part of and germane to the MOVE project
 - iv. Extra research undertaken in association with a regular class if a MOVE Agreement is developed before the start of the class

II. Maximum MOVE (Independent Study) Credit Hours Allowed

Undergraduate MOVE mentees will earn three (3) upper division Ethnic Studies independent study credit hours per semester while conducting their approved MOVE project.

When developing a MOVE project application, undergraduate mentees & grad mentors must consider the College of Arts & Sciences' maximum limits for independent study credit hours, described below, to ensure that the undergraduate mentee is eligible to receive independent study credit for their proposed MOVE activities.

The maximum hours of Independent Study allowed by Arts & Sciences policy are:

- 16 total credits toward your degree
- 8 credits in a single department
- 6 credits in any semester

Enrollment procedures for MOVE/independent study credit hours will be provided following MOVE application approval.

III. Eligibility

To be eligible for MOVE, you must have Junior or Senior standing, be a major or minor in Ethnic Studies with a minimum 2.5 G.P.A., and have less than the maximum number of allowable MOVE/independent study credits.

IV. Procedures for Developing a MOVE Project

- a. Develop your ideas about the MOVE project you want to pursue.
- b. Identify a possible grad student mentor.
- c. Meet with the grad student of your choice to see if an agreement can be reached about the project.
- d. If there is agreement, carefully complete the MOVE Application/Agreement (on p.4-5 of this document). Please note: you must download this document onto your computer before you can fill it in.
- e. Give the completed Application/Agreement to your grad student mentor for approval, making sure you agree about what you will do, how you will present your work, and how it will be evaluated. When you are in agreement, both of you sign the contract.
- f. Prior to the add deadline, **attach the signed Application/Agreement to the MOVE Application Submission Google Form** on the MOVE website. At that point, the associate chair of undergraduate studies will review the Application/Agreement and, if it seems to have merit and is well developed, will sign it.
- g. Then, you will be registered for the MOVE course by DES staff, who will send you an email.

V. Developing the MOVE Application/Agreement

In the attached MOVE Application/Agreement (p. 4-5), the following information must be provided in reasonable detail:

- a. **A brief description of the project**, explaining what you are proposing to do and why. Each project's purpose, goals, and timeline should be developed collaboratively between each mentor/mentee pairing.

- b. **A detailed description of what you will be covering in your research** and how the study will be done, with reference to any important theories or literature you plan to explore as part of the project. The associate chair of undergraduate studies will oversee the 3 credit academic components of the project. Academic components include doing scholarly research that result in doing formal scholarly papers. The lengths will vary between 8-25 pages depending on the overall scope of the community-based project and with the guidance of the mentor and the chair of undergraduate studies.
- c. **How you will present the outcome of your project.** Each approved MOVE project will culminate in a presentation, performance, or another equivalent form of dissemination to the Ethnic Studies broader community. The public components of an approved MOVE project will become part of the new Ethnic Studies Circles for Active Learning and Research (ESCALAR) community-building program. Each Spring semester, DES will host a lightly catered MOVE community ESCALAR event for students to showcase their projects to the larger community of faculty, students, staff and supporters of DES.
- d. **The criteria for evaluating your work,** agreed upon by you and your grad student mentor. Academic credit is assigned on a pass/fail basis.

DEPARTMENT OF ETHNIC STUDIES

MOVE Program Application/Agreement

The purpose of Mentorship and Outreach as a Vision for Education (MOVE) is to offer individualized research and/or practical academic experience for students when such goals cannot be met through regular curriculum courses. MOVE projects must be designed by the student in consultation with the graduate student mentor and approved by the associate chair of undergraduate studies. Students seeking MOVE/independent study credit generally must be juniors or seniors with a 2.5 or greater G.P.A.

Undergraduate MOVE mentees will be enrolled by department staff in ETHN 3841 Undergraduate Independent Study for 3 credit hours per semester in which they are conducting an approved MOVE project. The final project must be completed before a pass/fail grade is submitted for credit.

TO BE FILLED OUT BY THE UNDERGRADUATE STUDENT MENTEE:

Student Name: _____ ID# _____ Cum G.P.A. _____

Grad Student Mentor Name: _____ Year in School: _____

Description of Project: (please use separate sheet if necessary)

Student Signature: _____ Date: _____

Address: _____

Email: _____ Phone: _____

TO BE FILLED OUT BY THE GRADUATE STUDENT MENTOR:

Requirements of the project: (assignments and examinations, attach a separate sheet if necessary)

Ethnic Studies MOVE Application/Agreement

Authorization and Enrollment Information

By signing the application below, MOVE undergraduate mentees and grad mentors accept responsibility for conducting their proposed MOVE project in compliance with MOVE Program & independent study policy.

Signatures:

Graduate Student Mentor

Date

Associate Chair of Undergraduate Studies

Date

For Office Use Only

Date Received: _____	Date Enrolled: _____
<u>Initials</u>	<u>Date</u>
Staff Admin: _____	_____
Dept. Chair: _____	_____