

## *Research/Creative Projects*

### **Research/Creative Projects Program**

The Research/Creative Projects program (R/CP) encourages Academy students individually or in small groups to explore a topic in depth and/or produce a creative product to expand their knowledge beyond the present Indiana Academy course offerings. Students can delve deeply into a project based on their own interest and receive academic credit. Up to three credits toward graduation can be earned, which could substitute for departmental/division electives, research, or general electives.

### **Student Application Process**

Students who wish to participate in Research/Creative Projects must first apply to the Research/Creative Projects Coordinator. Serving as the Instructor of Record, the Research/Creative Projects Coordinator will assist students in the application process (i.e. establishing student eligibility, determining topics for research/projects, securing a mentor, understanding R/CP protocols, etc.) and forward proposals and recommendations to the Research/Creative Projects Committee. When necessary, the R/CP Coordinator will forward proposals to the appropriate division, department, or program area.

### **Research/Creative Projects Committee**

This committee is chaired by the R/CP Coordinator (who does not vote in committee decisions) and is composed of the following individuals: the Director of Academic Affairs (or designee), one representative each from the Science and Math/CS Divisions, and two representatives from the Humanities Division. The R/CP Committee will meet early every semester on an announced date to determine the following: semester deadlines concerning proposals, the eligibility of R/CP applicants, the potential merits of proposed research and or creative projects, and that research/project appropriate mentors have been placed with each applicant. Additional specific details concerning the R/CP Committee and the administration of the R/CP Program may be found in Appendix C of this document.

### **Research Proposals**

Applicants deemed eligible will, during their first semester, in concert with their project mentor and the R/CP Coordinator, develop a *initial proposal* describing their research or project. This initial proposal must be submitted to the R/CP Coordinator on or before the stated semester deadline. Should the initial

proposal gain the required approvals, student participants will, during the first semester, develop *a full proposal* for academic credit. This full proposal must be submitted to the R/CP Coordinator on or before the stated semester deadline. To earn credit, the full proposal must first be approved by the Research/Creative Projects Committee and then subsequently be approved by the appropriate division, department, or program area. If a group project is presented to the Research/Creative Projects Committee, all group project participants must meet eligibility requirements and collaboratively submit a proposal for the group project that clearly delineates the specific responsibilities of each participant within the group.

## **Course Description**

### **Eligibility**

A student may participate in the Research/Creative Projects course after their first semester at the Indiana Academy. To establish program eligibility, the student must apply to the R/CP Coordinator within 10 school calendar working days after the beginning of the semester. To be eligible, the student must have earned a cumulative Academy grade point average of at least a B with no grade lower than a C. During the course of the program, the student must take at least 5.5 credits in addition to the Research/Creative Project, maintain a minimum B average with no grade lower than a C at each semester, continue to make satisfactory progress toward their diploma, and be a student of good standing in student life.

### **Duration**

The minimum duration for Research/Creative Projects is two semesters, but it may cover three semesters.

### **Mentor**

The mentor is responsible for the following:

1. Assisting the student with development of the initial and full proposals;
2. Monitoring the student's progress in the completion of the research/creative project as specified in the proposal's management plan;
3. Communicating to the R/CP Coordinator at midterm and semester end the student's progress based on the proposal's management plan;
4. Assisting the student in the completion of the project as delineated in management plan of the full proposal;
5. Recommending a grade to the R/CP Coordinator at the end of the project period.

## **Proposals: Guidelines and Deadlines**

### Initial Proposal

Guidelines and specifications for the R/CP initial proposal may be found in Appendix A. Initial proposals must be submitted to the R/CP Coordinator on or before the stated deadline of the first semester in which the student is enrolled in the program.

### Full Proposal

Guidelines and specifications for the R/CP full proposal may be found in Appendix B. Full proposals must be submitted to the R/CP Coordinator on or before the stated deadline of the second semester in which the student is enrolled in the program.

## **Student Grades**

The determination of semester grades will be made by the R/CP Committee, based upon the recommendations of the R/CP Coordinator. Grade recommendations will be based upon the following documentation: successful completion of and approvals for submitted proposals and evaluations of student work by project mentors.

## **Credits**

- Students may earn up to three Academy credits toward graduation. No more than one credit per semester may be earned.
- Students may use Research/Creative Projects to replace research credits, departmental elective credits, and/or general elective credits.
- To earn credit, the proposal must be approved by the R/CP Committee and the appropriate division, department, or program area. Through Research/Creative Projects, students may replace only one credit in each of the categories. Fine arts projects must be approved by the Humanities Division.
- If the R/C P Committee and appropriate division, department, or program area approves, one credit may be granted for one semester of work if the project is not continued for a second semester.
- Research Credit  
If a research credit is being requested, the full proposal must contain an extensive research and literature review. The proposal will be read by the Research Coordinator, another research instructor, and an instructor who is either teaching research or is a specialist in the area of the

proposal. The Research Coordinator will select the other two readers. The full proposal must be approved by all three readers for the student to be granted research credit. The readers may request that the proposal be revised to their satisfaction before it is approved.

- Science Credit  
If a science credit is being requested a Science division committee will determine the awarding of credit. It will consist of the Division Chair and two other Division members who have general content knowledge pertaining to the science project.
- Math Credit  
If mathematics credit is being requested, the entire division will meet to consider the proposal and make a decision concerning its suitability.
- Humanities Credit  
If Humanities credit is being requested, the student will, with the advice of the R/CP Coordinator and the approval of the Humanities Chair, select three members of the Humanities faculty (appropriate to the research/creative project) who will determine its suitability for credit.

### **Transcript**

Research/Creative Project credit granted for research or in a department area will be recorded on the transcript as per the following examples:

Research/Creative Project-Research  
Research/Creative Project-English

## Appendix A

### *Initial Proposal*

In developing the initial proposal, the following outline must be followed. You may add additional material, but the information requested in the outline is required. The initial proposal may not exceed five pages. If it is a group project, the Committee requires an addendum describing each participant's role.

#### **1. Rationale**

- A. What is the project about?
- B. Why is the project important?
- C. What learning will result from the project?

#### **2. Mentor**

Provide a clear statement identifying the research/creative project mentor(s) including the expected nature and purpose of the mentor(s) role.

#### **3. Description**

Provide a *thorough* description of the Research and/or Project.

#### **4. Goals**

Provide a clear explanation of Research and/or Project goals.

#### **5. Product**

- A. What product will be produced as a result of the project?
- B. How will the product be developed?

#### **6. Credits**

State specifically what potential credit(s) are being sought.

## Appendix B

### *Full Proposal*

#### Guidelines

The RCP Full Proposal will not exceed ten pages and will include the following headings:

1. RATIONALE and SIGNIFICANCE  
Briefly explain: **what** the project is about, **why** the project is of importance and **what** specific learning will result from the project.
2. RESEARCH and LITERATURE REVIEW  
First, briefly discuss the types of sources to be employed in the research. This review will include a **annotated bibliography** of no fewer than **five** important sources, and a standard 'works cited' bibliography. Note: *On-line sources must be authorized by the RCP Coordinator.*
3. GOALS and MEASURABLE OBJECTIVES  
Discuss in some detail the various **specific goals** of the project. Explain by what **means** these goals will be **measured**, e.g. quantitative means, qualitative means, comparative means, etc.)
4. PROJECT NARRATIVE  
Describe in plain words the **design** of the project. Demonstrate **how** the project will accomplish its goals and measurable objectives. Clearly state **what products** will result from the completed project.
5. MANAGEMENT PLAN  
Outline the tasks required to accomplish the stated goals and objectives. This **outline** will take the form of a **timeline**. Each required task will be placed upon the timeline and given a date for its completion.
6. NECESSARY MATERIALS and SUPPORT  
First, **list** all materials necessary for the successful completion of the project. Next, discuss in detail the **role(s)** expected to be played by the project **mentor(s)** and if germane, by the RCP Coordinator.
7. EVALUATION  
Explain **how** and by **whom** the project goals and objectives will be evaluated. Discuss how **project products** will be assessed in

determining the degree to which project goals and objectives have been reached.

## **Appendix C**

### *R/CP Administration*

The R/CP program is administered by the Research/Creative Projects Committee. The responsibilities of the Research/Creative Projects Committee include the following:

1. Meeting early each semester the Committee will make eligibility determinations. This includes ascertaining which applicants are initially eligible and reviewing the eligibility of students already approved.
2. Evaluating applicants and approving proposals based on the student's academic history, past task commitment, and the merits of the proposal.
3. Approving research/project mentors appropriate for each project.
4. Establishing semester deadlines that govern students eligible to submit proposals. These deadlines include but are not limited to the following: the date by which the student must have secured a Committee approved research/project mentor; the date by which the student must submit the project initial proposal; the date by which the student must submit the project full proposal.
5. Referring approved, full proposals to the appropriate division (math, science, humanities), or program area (research).
6. Monitoring the progress of the research/creative project at each midterm and semester. The Committee may suggest changes in a proposal, requiring a resubmission.
7. Determining if the research/creative project is not making sufficient progress and needs to be terminated.
8. Determining semester grades for research/creative projects based upon the recommendation of the R/CP Coordinator.

