

HOBART
AND
WILLIAM SMITH
COLLEGES
Office of the Deans

COURSE EQUIVALENT PROPOSAL

NAME:

CLASS:

DATE:

A course equivalent is an alternative form of educational activity which, with the approval of your faculty advisor and the Committee on Standards, may be substituted for one academic course to fulfill the normal requirement of taking four courses per semester. If successfully completed it will appear on your transcript. **Proposals should be submitted to the COS six weeks in advance of the anticipated starting date of the learning experience.**

Complete the form below giving information called for in 1 through 8, WITH APPROPRIATE SIGNATURES, and submit it to the Dean's Office.

1. TITLE FOR THE PROJECT:

TERM PROPOSED FOR:

2. LEARNING STATEMENT (what do you expect to learn from your course equivalent?):

3. WHERE, WHEN (GIVE DATES) AND BY WHOM WILL YOU BE ENGAGED?

a. Where? _____

b. When? _____

c. By Whom?

4. UNDER WHOSE SUPERVISION WILL YOU WORK? (you must submit a letter to COS from your on-site supervisor accepting you into the project and giving a complete job description including expectations, dates and times to be worked, and tasks to be completed.)

5. ARTICULATE CLEARLY THE TOPIC/DIRECTION OF YOUR 10-15 PAGE ACADEMIC PAPER:

6. DISCUSS THE NATURE OF YOUR DAILY REFLECTIVE JOURNAL OF YOUR LEARNING EXPERIENCE

7. WHO IS YOUR FACULTY ADVISOR FOR THIS PROJECT?

8. APPROXIMATE THE NUMBER OF HOURS PER WEEK REQUIRED TO COMPLETE THE COURSE EQUIVALENT SATISFACTORILY:

I have read the student's course equivalent proposal and the requirements for a course equivalent as approved by the faculty of HWS Colleges. I believe the experience I/we have offered this student will satisfy those requirements.

(APPROVED) Project Advisor _____
Date _____

I have read the student's course equivalent proposal, including the paper topic proposal, and the requirements for a course equivalent as approved by the faculty of HWS Colleges. I approve of this proposal and I agree to supervise and evaluate this student's course equivalent.

(APPROVED) Faculty Project Advisor _____
Date _____

(APPROVED) Dean _____
Date _____

NOTE: If this course will also be a fifth course, we would like to remind you that you must request permission to take an unusual course load. The form for that is found in the Hobart Dean's and the William Smith Dean's offices.

COURSE EQUIVALENT DESCRIPTION

Students are expected to take three courses each term. Exceptions to this are granted only with permission from the Committee on Standards. In order to broaden and diversify one's academic experience, however, a student may wish to engage in some intellectual activity outside of the established courses listed in the course catalog, which may in turn be substituted for one or more of the courses comprising the student's normal load. Such an activity is called a course equivalent.

As the term implies, a course equivalent must be as rigorous and intellectually substantive as any other college course. No specific suggestions for the topic or details for the course equivalent are provided here in order to encourage students to choose imaginative alternative programs. While activities such as "life experiences" (e.g. travel, summer employment, etc.) and "extracurricular" involvements (e.g. sports, work for newspaper, radio station, clubs, etc.) will not generally be considered as a course equivalent, a course equivalent may use such activities as the experiential base on which to construct a project which has come analytical and/or reflective substance.

Those considering a course equivalent should note the following: (a) The student should submit a course equivalent application (available at the Dean's Office) to the Committee on Standards prior to the term in which the course equivalent will take place. No application will be considered after the term begins. (b) A course equivalent does not receive the notation CR/NC or letter grade (c) The title of the course equivalent is entered on the student's transcript if the work is successfully completed, and a letter describing the student's performance for this activity is placed in his/her academic file. (d) A successfully completed course equivalent may count toward the major if approved by the Department Chair.

SCHEDULE/PROCEDURE FOR CARRYING OUT A COURSE EQUIVALENT

1. The student picks up application at Dean's Office. (The application consists of two parts. One part is filled out by the student, the other by the person sponsoring the course equivalent).
2. The completed application is returned to the Committee on Standards prior to the beginning of the term in which the course equivalent takes place.
3. The committee on Standards reviews and acts on each course equivalent application, then informs the students of its decision. Those whose applications are rejected may revise the application for a second submission or must enroll in a regular academic course.
4. To receive credit for the completed course equivalent, the student must submit the following to the Committee on Standards:
 - A. An evaluation by the on-site supervisor/sponsor.
 - B. The evaluation and recommendation of the faculty project advisor.
 - C. A 10-15 page academic paper or other pre-approved appropriate project.

D. The a student's on-going journal of the work process.

5. If the Committee on Standards is satisfied that the student has met the expectations of the pre-established guidelines for the course equivalent, the COS will grant course credit and the course equivalent will be noted an the student's transcript.