Independent Study Project
ISPR 3000 (4 Credits / 120 hours)

SIT Study Abroad Program:
India: Sustainable Development and Social Change

PLEASE NOTE: This syllabus represents a recent semester. Because courses develop and change over time to take advantage of unique learning opportunities, actual course content varies from semester to semester.

Course Description

The *Independent Study Project* (ISP) is an opportunity for in-depth study of a particular aspect of development experience, socio-cultural changes and sustainable development initiatives and challenges in India or to produce a creative piece of work related to India's development and social change. In conducting the project, students employ fieldwork methods, developed through the Field Methods and Ethics, knowledge gained from the thematic seminars, as well as from contacts made in their homestay or the larger community. Students also apply their Hindi language skills in organizing their daily needs, traveling, or working with a translator to gather data. In designing a substantive academic fieldwork project or practicum, students hone their skills in managing their time independently and in seeing their project through to completion with the guidance of ISP advisors. If appropriate to their undergraduate course of study, the ISP may form the basis for a senior thesis, or it might be a chance to formally explore a new topic of academic interest.

Beginning during the second week of the program, students work on designing their one-month fieldwork/creative project, which integrates primary and secondary sources, with advice from the Academic Director and Academic and Field Coordinator.

Learning Outcomes

At the conclusion of the course, it is expected that students will:

- Develop a greater appreciation of the challenges faced by field researchers;
- Demonstrate independence and self-confidence while conducting field research;
- Gain competence in the processes of independent, primary research – from choosing a viable topic and appropriate methodologies, to final analyses and interpretations of data collected;
- Demonstrate skills in gathering, compiling, integrating, analyzing, and synthesizing information from a variety of primary and secondary sources;
- Apply skills in effective communication in a cross cultural context, finding and managing resources independently and appropriately;
- Integrate and apply knowledge and skills learned during classroom lectures and field excursions and workshops;
- Enhance their capacity to think critically and creatively, and to communicate ideas effectively and precisely in both written and oral presentations;

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- Recognize and appreciate the personal and professional responsibilities and ethical implications associated with cross-cultural fieldwork;
- Understand how to successfully integrate diverse sources of information in order to produce a sound research paper;
- Produce an ISP paper complying with the institutional format and structure.

Language of Instruction
This course is conducted in English and highly integrated with other components of the program. Students apply their functional Hindi language skills in order to communicate while organizing logistics in the field and build relationship with the communities.

Course Requirements
Students are expected to complete 120 hours of field-based research or a creative project, submit a substantial written paper, and deliver an accompanying oral presentation. It is not uncommon for ISPs to strongly contribute to the student's choice of subject for graduate studies or professional career or build advance cross cultural field study opportunities. While the students can count on their Academic Director (AD) and ISP supervisor to help them focus their study, advise them about the practical realities of the local situation, and assist with advisors and contacts, it is incumbent upon the student to come up with the ISP topic her/himself.

The Independent Study Project format allows the student flexibility and the ability to exercise individual initiative, while also promoting academic quality. In turn, the ISP paper provides the material evidence of the ability to carry out research and synthesize research experiences. The final project should have a clear thesis, should be fieldwork-based, should include a clear description of ethical considerations, and should look at the host culture as it is, not as it should be.

Readings
While the majority of the ISP work should be conducted in the field, readings in preparation for, and throughout the ISP period, are strongly encouraged and will be based on the specific topic of study. Reference articles and books are available in the library and students have access to the SIT's electronic library database. Students are also expected to consult appropriate course readings applicable to the ISP.

ISP Guidelines and Requirements
The student will spend a minimum of 120 hours on the ISP with a majority of this work conducted in the field (as opposed to library research, for example). This includes time spent reading, developing contacts, interviewing, participating, making field observations, writing, and meeting with the Academic Director/ISP Supervisor and the ISP Advisor after the formal ISP fieldwork phase has begun. Prior to ISP (during the Field Methods and Ethics course) students are responsible for scheduling at least 3-5 individual advising meetings with their AD/ISP Supervisor to review their ISP proposal and ISP planning.

The final product is a typed and bound 30-35 page academic paper, double-spaced, with 12-point standard font. In addition, a 20 minute oral presentation highlighting research findings and analyses will be given to colleagues, program staff, the Academic Director, and other invited guests.

Course Schedule

> ***Please be aware that topics and excursions may vary to take advantage of any emerging events, to accommodate changes in our lecturers' availability, and to respect any changes that would affect student safety. Students will be notified if this occurs.**

Cross cultural field work (28 days * 8 hrs/day = 112 hours)

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ISP Consolidation (2 days * 8 hrs/day = 8 hrs)

Human Subjects Review: Ethics and Location
SIT conforms to U.S.-based university standards and federal guidelines for human subject research. Therefore, the ISP topic must conform to the norms of academic ethics and policies related to human subject research. This means, for example, that a student cannot pursue a topic that is illegal or would put the student or subject in danger. This is one of the reasons why all ISP proposals must reflect a thoughtful and culturally appropriate consideration of the effects of the inquiry on the participants in the project. All proposals must be approved by the Local Review Board (LRB) before research can commence. The LRB is made up of the Academic Director and two local university scholars. No research may be done on a topic that has been declined by the LRB.

To that end, students are required to submit, along with their draft ISP proposal, an **"Application for Review of Research with Human Subjects,"** to include a discussion of any potential harm that might come from the study. If the Academic Director or the Local Review Board (LRB) believes that the proposed research insufficiently addresses the concerns of this policy, the student will be asked to revise their proposal. Standards for this review are developed in-country and reflect local academic practice and cultural values.

If the research has been funded by a U.S. government agency, or if the student plans to take this research back to the home school or community for further dissemination, then the student must follow more stringent standards, i.e., not only those of the host community, but also those of the Office for Human Research Protections, with which SIT is registered.

Any questions or concerns that cannot be resolved at the program level (through the Local Review Board) are forwarded to SIT's Institutional Review Board for review. Please refer to the forms to be filled and submitted for the review process.

It is generally expected that research sites will be located in Hindi-speaking areas of the North, considering individual interest to engage with Hindi language; however students have also organized ISPs in non-Hindi speaking belts of the country. Students who would like to conduct research in other locations must seek permission from the AD and ISP Supervisor. All ISP site locations must also be approved for academic, logistical, and safety reasons.

Students often significantly revise their ISP sites and topics as originally proposed, or they develop a new topic stemming from the lectures, discussions, and field trips of the SIT semester curriculum. However, radical changes of site, topic, or type of ISP are not permitted **after the seventh week of the semester**. Research projects and performances hastily cobbled together will lack the sophistication expected of the ISP, and may not be considered adequate for a passing grade.

The choice of topic has one important constraint: students must conduct research in India that they could not do at their home university. This means that information gained from primary source data should be used as much as possible. Students are not expected to have the skills necessary to conduct primary research in Hindi, but are encouraged to integrate Hindi into their research projects as much as possible. Students are discouraged from relying on Internet sources, which are often quirky, inaccurate, or biased. Only major academically recognized web site references will be accepted.

Role of Academic Director/ISP Supervisor
Before actual fieldwork for the ISP begins (and during the Field Methods and Ethics course), the Academic Director/ISP Supervisor meets with students for ISP preparation sessions and in individual meetings to assist in the identification of appropriate contacts and resources. Individual meetings with the Academic Director/ISP Supervisor are scheduled throughout the semester to help the student develop a workable thesis and research question and method to pursue their ISP project or find an association where they can do their project.

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The individuals who work most closely with each student on the project are the Academic Director and ISP Advisor. The AD/ISP Supervisor advises students on methodology, background, readings, and in-country contacts which the students will be encouraged to pursue. The Academic Director, in consultation with the in-country ISP Advisor, evaluates the completed project and assigns the grade.

Role of ISP Advisor
The ISP Advisor's precise role may vary according to particular circumstances. In general, the individual selected for this role should be a host national or long-time foreign resident in the country, who has expertise in the student's field of interest and works with the student (to some extent) on design, implementation, and evaluation of the ISP. The project advisor may be a host-country academician, field professional, artisan, or topical informant.

The role may be more or less directive or consultative, depending on the student and the need. AD/ISP Supervisor will link students to a potential ISP Advisor but in a new ISP location, where ISP research may never have been conducted in the past, it is the student's responsibility to identify an ISP Advisor who then must be approved by the Academic Director. Occasionally, a student may have more than one advisor/consultant. The main purpose of an advisor, beyond providing needed expertise, is to provide students with the experience of working closely with *local* professionals and research subjects.

It is the student's responsibility to get in touch with the advisor and organize logistics in the field for project execution including organizing a translator in consultation with the advisor. Students are expected to meet with the ISP advisor for at least **four one- to two-hour** sessions to plan for successful execution of the study in the field site. It is the student's responsibility to secure and keep appointments with the project advisor. The ISP Advisor will act as a facilitator and will provide contacts and set you up with organizations and individuals but it will be the student's responsibility to call, set up appointments, and meet with contacts to gather data. Some advisors will assist students by going above and beyond but nevertheless all students are expected to trouble shoot issues (translator, resources) by locating and mobilizing resources available in the study site.

ISP Advisors are paid a humble honorarium by SIT upon completion of the final confidential evaluation of the student. Students are advised to provide full physical mailing address, email and contact numbers of the ISP advisor to us.

Expectations: Responsibilities of students during fieldwork:
- Students must respect, protect, and promote the rights and welfare of all those contributing to, and affected by, their work by protecting the privacy and dignity of the people and communities with whom they conduct field study;
- The right of those providing information to students to either remain anonymous, or to receive recognition, must be scrupulously defended and respected;
- Students must acknowledge the help and services they receive and must recognize their obligation to reciprocate in culturally appropriate ways;
- Students must record and represent accurately all aspects of the field study. This includes not representing as their own work - either in spoken or written form - materials and ideas directly obtained from other sources.

Description of Assignments:

1. **ISP Final Paper**

The Final Paper should be 30 pages and should not exceed more than 35 pages of *analytical written content*, exclusive of secondary material such as photographs, maps, bibliography and footnotes or endnotes. Start writing longhand versions well in advance if your ISP site is distant from computing facilities. It is expected that the ISP Paper be **rigorously edited** so that it exhibits the attributes below for better evaluation outcomes.

- Quality of final abstract
- Quality of study question(s) and justification/rationale for the conducted project
- Strong and well-structured argument integrated with systematic literature review encompassing diverse and adequate number of academic articles
- Clarity of research question(s) and its answers through empirical findings
- Clarity of presentation with coherent and logical flow of ideas
- Clear and accurate explanation of methodology including necessary supporting materials in the appendix. It should also provide discussion on ethics
- Presentation of the findings in a complete logical and convincing manner, clearly differentiating it from discussion or your interpretation
- Inclusion of important implications raised by the findings identifying pattern or lack of it and providing logical explanation of the meaning of the findings. The findings has to be linked to the previous research in the field
- Balanced and systematic conclusion which summarizes the main findings and relating with the research questions. It also should make research based recommendations for future studies
- Effort in undertaking the field study and willingness to foster relationship with diverse stakeholders in the field and mobilize resources needed for the study
- Technical organization of the paper with major sections and subsections, in text citations, inclusion of all references in the bibliography in the correct and detailed form
- Quality of prose with correct grammar, spelling and punctuation
- Clean, legible and well formatted paper appearing professional and aesthetically pleasing

The primary components for the ISP Final Paper are:

1. **Separate title page** - *Should include your ISP title, in capital letters, located just above the middle of the page. In a neat column to the lower left-hand side of the page:*
   i. Your Name
   ii. Academic Director/Supervisor
   iii. ISP Advisor's Name and Institution (or description)
   iv. School for International Training India: Sustainable Development and Social Change Program
   v. Semester and Year

2. **Acknowledgements written in complete and professional manner**
   Please remember to acknowledge all those who helped you out.

3. **Table of Contents –** Your Table of Contents should contain the main headings and subdivisions in each section, with page numbers. It should provide the reader with an analytical view of the material covered by the study, together with the order of discussion. The Table of Contents should also include your Bibliography Appendices and Glossary.

4. **Glossary of non-English terms –** Non-English terms can be cited in Devanagari, however, Romanized transcriptions must also be given. You may alphabetize in either script. Please italicize words of foreign origin.

5. **Abstract –** In 150-200 words, the abstract should succinctly state the topic of investigation and study site, research themes you explored, methods used and the major findings of your study with a conclusion. It should be single spaced and italicized.

6. **Introduction/Background –** Length can vary considerably according to the topic and your style of writing. Main purpose of background is to situate your study so as to enable the reader to understand the context of your study, hypothesis/expectations/theoretical models, definitions of key terms and ideas, and relevance of your study topic, study site and research questions you investigate. With literature review, you will be able to better place your background within relevant academic, theoretical, and topical contexts.

7. **Methods –** Elaborate on your research approach, study site detail, sampling techniques, tools of data collection, and ethical considerations.

8. **Findings –** In this section you will discuss all the findings of the study presenting them in a logical and convincing manner using clear and succinct prose. Using section headings, and possibly sub-headings, you will state your study findings (facts from the field data). The findings must be clearly differentiated from the discussion section and your interpretation of the findings. Make sure that the tables graphs, photos and direct quotes are relevant and support your argument.

9. **Discussion –** In this section, you will elaborate on the important implications raised by the study findings. You will do a critical analysis of the study findings and state answers to each research question with critical reflection and analysis with possible explanations supported by secondary sources. The discussion portion of the paper should also identify patterns in the findings (or the lack of a pattern) providing the readers with logical explanations of what findings mean linking with the previous research in the field of study.

10. **Conclusions –** Your conclusions should summarize the main outcomes/findings of your study within the broader concerns of the study undertaken. It should also demonstrate how your ISP fulfilled your study objectives. The conclusion, unlike the introduction, moves from specific to general. It often begins with a restatement of the focal statement, summarizes the main points of the supporting paragraphs, and ends with a broader conclusion about how the topic relates to the general issue described in the introduction. The general rule is that no new information should be brought into the conclusion: everything in the conclusion should logically follow from the information provided to the reader in the paper. If your study raises new questions for further research, you should also discuss these points for a way forward.

11. **Way forward and recommendations for further study –** A short list of research-based recommendations as appropriate on how your study might be expanded upon, or be used as the basis for future ISPs. Please include your contact information where possible and appropriate.

12. **References and endnotes –** You must acknowledge all sources of information, including quotations, ideas or statements taken from readings, lectures or interviews. Unless you have used page-by-page footnotes, your endnotes should be cited on a separate page. You can use full footnote or endnote style each time you cite a work, and should follow acceptable academic standards. Please follow a manual of citation for guidance. Unless given permission by the Academic Director, all in-text citations and the bibliography must use the APA citation format.

13. **Bibliography –** Include all primary and secondary resources used in the paper. Primary resources (usually consisting of personal communications) and secondary (textual) resources should be listed under

separate headings. Bibliographic format must be complete and consistent. For more information see: http://libguides.sit.edu/apa

14. **Appendices –** Appendices should contain information that is relevant to the study like survey or interview questions, but not part of the main body of the text, such as statistical data and genealogical charts.

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2. Creative ISP work

Creative ISP work may include variety of work which has to be finalized in consultation with Academic Director/ISP Supervisor. For creative ISPs, half the grade is based on the quality of the creative work itself and the other half on the quality of the accompanying paper.

Below is a description of how creative project reports are typically structured. If you are going to deviate from this structure you should clear it with your Academic Director first.

1. Introduction and literature review
2. Methods
3. A description and explanation of your creative work and how it relates to India's sustainable development and change issues and challenges
4. A critical analysis and evaluation of your creative work including what you have learnt from the process
5. A conclusion

Make sure the above five topics are included in your paper. Your creative work will usually have its own title separate to that of the report.

The primary components for creative project Final Paper are:

1) **Separate Title page** - Should include your ISP Title, in capital letters, located just above the middle of the page. In a neat column to the lower left-hand side of the page:
Your Name
Academic Director/Supervisor
Project Advisor's Name and Institution (or description)
School for International Training India: Sustainable Development and Social Change Program Semester and Year

2) **Acknowledgements –** Please remember to acknowledge all those who helped you out in respectable and professional manner.

3) **Table of Contents –** Your Table of Contents should contain the main headings and subdivisions in each section, with page numbers. It should provide the reader with an analytical view of the material covered by the study, together with the order of discussion. The Table of Contents should also include your Bibliography (required), Appendices (optional) and Glossary (optional).

4) **Title –** Your title should be succinct and clearly state what your study is about. Titles that don't inform the reader as to the nature of your study are not acceptable. Your title should indicate that it is a creative ISP and tell the reader what creative medium you used. Don't confuse the title of your report with the title of your creative work; they will probably be different.

5) **Abstract –** Of all sections of the report this is the most likely to be read and therefore must be succinct and easy to understand. Your abstract must summarize all the sections of your paper from the introduction to the conclusion.

6) **Introduction –** This should be a minimum 1500 word introduction and literature review stating what you set out to achieve and how this relates to issues of India's sustainable development and change. Describe what type of artistic medium you used and why that medium is suited to what you wanted to achieve (e.g. painting, poetry, travel writing). Give the detailed background of your topic leading the reader to an understanding of why your project is important in terms of its relevance of the study.

7) **Methods –** How did you do this study? It should show that your approach to the ISP was systematic. Examples of topics you might discuss in this section are:

a) Where you conducted your project and a description of any relevant aspects of the environment (this is sometimes placed in the introduction);
b) What background research you conducted to inform your creative work (e.g. interviews, surveys, observations, reviewing other creative work) and how, when and where you did this research;
c) What type of artistic medium you chose and why that medium was suited to the topic you were focused on;
d) The process of creating your artistic work;
e) Description and explanation of your creative work: Describe your creative work, the thinking and concepts behind it, and the messages you hope it contains. If you collected data to inform your work (e.g. interviews, surveys, observations, reviews of other creative work, etc.) give your results here. Describe your intended or potential audience. How did you create or design your work so as to be accessible to this audience? How have you arranged for it to be accessed by the public or what potential is there for this (for example can this be adopted by engineers, architects, communities or government)?

8) **Analysis and Evaluation –** Give a critical analysis and evaluation of your work. Comment on its educational value and its aesthetics. How well do you think you conveyed your messages? How understandable would these messages be to different audiences and would they need anything else to help them understand the messages. How motivating or transforming do you think these messages could be? How could you have conveyed them more effectively? Were there other sustainability messages you could have incorporated? If you did any research to gauge the effectiveness of your piece include it here (e.g. if you made observations of people's reactions to your creative piece or if you interviewed or surveyed people who had seen or heard your piece). What would you do differently if you could do the project over again in the same amount of time (don't talk about what you would do if you had more time)?

9) **Conclusion –** Give a very short summary of what you have learnt about using this medium to convey the targeted messages. Give ideas for future projects related to your project.

10) **References and Endnotes –** You must acknowledge all sources of information, including quotations, ideas or statements taken from readings, lectures or interviews. Unless you have used page-by-page footnotes, your endnotes should be cited on a separate page. You can use full footnote or endnote style each time you cite a work, and should follow acceptable academic standards. Please follow a manual of citation for guidance.

11) **Bibliography –** Include all primary and secondary resources used. Primary resources (usually consisting of personal communications) and secondary (textual) resources should be listed under separate headings. Please follow a manual of citation and be consistent on it.

12) **Appendices –** An appendix is used for material, which, though relevant to the subject, is particularly detailed or lengthy and if included in the main text would distract the reader from the main argument. If in doubt about whether to include something in the text or as an appendix, talk to your Academic

Director. Often your creative piece could be included here if it doesn't fit naturally within the paper. Everything in your appendices should be referred to in the text of your paper. Label each appendix with a letter and title, e.g. "Appendix B: Survey Questionnaire."

Remember you have to include a copy or representation of your creative work in your paper. Try to avoid submitting it as a separate volume. If you think you need to do this, make sure you clear it with both the Academic Director and ISP advisor.

If appropriate, your paper could include maps, diagrams, tables, graphs and photos. These can often convey a message more thoroughly and succinctly than words. They should not be included unless they directly help to illustrate a point you are trying to make. They should be referred to in the text e.g. "(see Map 1)." They should be clear, not include irrelevant data, but include attributions or sources, and explanatory captions. Maps should include all standard components. All figures, including maps, should be included in the text as close as possible to the first reference to them.

The creative ISP paper and related creative work will be evaluated using the following criteria;

- Succinct and engaging title attempting to explain the creative ISP project undertaken.
- A systematic abstract, which summarizes the project, with specific information on methods used, findings, and conclusion.
- Quality of creative project with clear justification/rationale for the need of the project. The concepts behind the creative project are to be clearly explained, along with the intended audience with relevant background information relevant to the thematic topic. Previous account of the artistic work in the chosen area is also to be included.
- Clear explanation of the methodology with accurate and supporting materials included in the appendix.
- Strong and well-structured argument integrated with a systematic literature review encompassing a diverse and adequate number of academic articles and work of arts in the chosen field.
- Analysis of the creative piece, including an assessment of its educational value and aesthetics. It can also incorporate the areas for further improvement and learning.
- Balanced and systematic conclusion which summarizes the main findings and relating to the research questions. It also should make research based recommendations for future studies.
- Effort in undertaking the field study and willingness to foster relationship with diverse stakeholders in the field and mobilize resources needed for the study.
- Technical organization of the paper with major sections and subsections, in-text citations, inclusive of all references in the bibliography in the correct and detailed form.
- Quality of prose with correct grammar, spelling and punctuation.
- Clean, legible, and well formatted paper appearing professional and aesthetically pleasing.

3. ISP Final Presentation
The Final Presentation should not be more than 20 minutes total, and should summarize the contents of the ISP Final Paper and discuss your ISP fieldwork. Students are welcome to use props (themselves included), photographs, images, posters, music, and so on.

It may be helpful to think of the ISP Final Presentation as though you are teaching a class to a group of semi-specialized listeners. Rather than simply giving a speech keyed to the pages of the ISP Final Paper, try to teach listeners about the topic and include information and background that you may take for granted. You may wish to make a handout with specialized Hindi vocabulary items. Do a dress rehearsal so that your timing is within the 20-minute frame.

Research ISP Final Oral Presentation evaluation includes the following criteria:
- Clear introduction of the study with appropriate background and articulation of primary research questions.
- Clear description/statement of the methods employed, addressing ethics and human subject issues.
- Contextualization of specific work and organization of the presentation of findings with precise argument and its content.
- Depth in the analysis raising important implications of the findings.
- Use of appropriate examples and personal experiences/reflections.
- Ability to field comments and questions and effective management of the discussion with the audience.
- Thought provoking, clear and balanced conclusion relating back to the main research questions.
- Respectful and ethical manner of delivery attending to the social and aesthetic elements.

Creative ISP Final Oral Presentation evaluation includes the following criteria:
- The title of the presentation is succinct and clearly describes the project.
- The student articulates and justifies study goals.
- The student contextualizes their work.
- The student addresses methods including any ethical issues.
- A description and explanation of the creative piece and how it relates to the program theme is given.
- A critical analysis and evaluation of the creative work is given. Student effectively manages discussion with audience.
- Student attends to the aesthetic elements of the delivery.

4. ISP Field Journal- Creative and Research

This is the basis of your field research. The extent to which you can use the ISP Journal is limitless, but as a minimum, it should include records of field notes such as contacts detail, respondent details, your personal observation and interpretation in the field, recorded questions and answers, and other personal reflections of cross-cultural research experiences. Some other suggestions:
- names and locations of local contact persons and other ISP resources at field
- site plans, grids, maps, drawings, photographs, recordings
- notes from interviews conducted in the field relevant to your ISP
- statistical or other hard data, whether gathered in the field or through appropriate readings
- vocabulary items, phrases or excerpts from written or oral works in Hindi relevant for your ISP

Evaluation and Grading Criteria for the Research-based ISP

In general, the criteria for ISP evaluation include the student's methods and effectiveness in gathering information, organization, assimilation, and accuracy, analysis of the information, the effectiveness of expression and communication in the final form, and clarity and strength of project presentation. Special emphasis is placed on students' abilities to use local resources in an appropriate manner. Comments and evaluations of the ISP Advisors are integrated into the final evaluation when final ISP grades are assigned by the AD/ISP Supervisor.

1. **ISP Final Paper**: 30 pages of written content. It should be footnoted where appropriate and include a full bibliography. If illustrations are necessary for clarity they must be included with full citation. Correct citations are expected.	**50%**
2. **ISP Field Journal**	**15%**
3. **ISP Final Presentation**: 20 minutes (15 minutes for presentation, 5 minutes for questions)	**35%**

Evaluation and Grading Criteria for the Creative ISP

1. **ISP Final Paper**: 30 pages of written content. It should be footnoted where appropriate and include a full bibliography. If illustrations are necessary for clarity they must be included with full citation. Correct citations are expected.	**25%**
2. **Creative work**	**25%**
3. **ISP Field Journal**	**15%**
4. **ISP Final Presentation**: 20 minutes (15 minutes for presentation, 5 minutes for questions)	**35%**

Grading Scale
94-100% A
90-93% A-
87-89% B+
84-86% B
80-83% B-
77-79% C+
74-76% C
70-73% C-
67-69% D+
64-66% D
Below 64 F

Expectations and Policies

Using ISP Office Hours. The course is based on individual learning so it is your responsibility to sign up for ISP individual session during office hours to get guidance for your ISP.

Complete assignments on time. Assignments are due by 5pm unless otherwise instructed. Assignments are docked 5% for each day or part of a day that they are late. Contact the Academic Director in advance if health or other issues prevent you from submitting an assignment on time. All assignments must be completed to get a passing grade. Graded assignments will be returned within two weeks of submission.

ISP Logistics.   We facilitate your ISP logistics related to travel and boarding but you will need to book your travel to and from ISP site and take decisions related to your housing and book it accordingly.

ISP in the Field. Eight hours in a day are expected to be spent doing field work for ISP. You are expected to act appropriately: greeting with a Namaste, taking notes, attention, engaging the host through careful listening, eye contact and asking questions and thanking them. You should refrain from using cell phones, iPods, internet and engaging in side talk. You should take photographs at the end of a meeting, with prior informed consent, and without violating research ethics.

Communication.   You need to immediately report any problems that you have in the field so that we can troubleshoot in a timely manner and make appropriate decisions.

Comply with academic integrity policies. No plagiarism or cheating, nothing unethical.

Expect the unexpected. You need to understand field realities and have a flexible and open mind to receive and respond to things which may not be in your control. Sometimes you need to take a "Chill Pill" to take things in stride.

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Time management. Conducting an ISP is also about time management. Allow for serious obstacles or the possibility of illness, and plan accordingly. If your chosen ISP site is far away from computing facilities, please be sure to factor writing, editing and proofreading time into your ISP itinerary. Three writing days are given as a grace period during week 15, but they are meant for consolidation rather than composition of the ISP Final Paper and Presentation.

Further Information and Policies
Students are expected to attend and participate in all program components. Specific information on assignments will be handed out during orientation and also discussed during the semester. Information regarding policies on academic integrity, ethics, academic probation, diversity and disability, sexual harassment, and the academic appeals process is available in the student handbook. Syllabi and course schedules are subject to change in the event of extenuating circumstances. If you are late or absent from any activity, it is your responsibility to get in touch with the Academic Director and other students to check on announcements made while you were absent.

Please refer to the SIT Study Abroad handbook for policies on academic integrity, ethics, warning and probation, diversity and disability, sexual harassment and the academic appeals process.

Disability Services: Students with disabilities are encouraged to contact Disability Services at disabilityservices@sit.edu for information and support in facilitating an accessible educational experience. Additional information regarding SIT Disability Services, including a link to the online request form, can be found on the Disability Services website at http://studyabroad.sit.edu/disabilityservices.