

Field Study or Applied Research (895) Checklist

- Submit **ATC and Culminating Experience Proposal***, semester prior to enrolling in 894.
 - ATC: Attach unofficial transcripts and proof of WEP. Get advisor's signature; bring to BH 156 for Chair's signature. Once Chair signs the Dept. will forward to the CGSC for review, signature, and submission to the University Graduate Studies office.
 - Proposal for Culminating Experience: Get 2 Tenure/Tenured Track Faculty advisor's signatures and bring to BH 156 for the Chair's signature. Once the Chair signs the Dept. will forward to the CGSC for review, signature, and submission to the University Graduate Studies office.
 - * **Determine if Human or Animal Research Approval is required**: review criteria at, <http://research.sfsu.edu/protocol/>, and if required submit protocol documents for Institutional Review Board (IRB) Approval.

- Register for Culminating Experience course****, upon approval from Graduate Studies: Prior to enrolling in your Culminating Experience, check your Student Center to verify your approval status.
 - If you do not complete the field study by the end of the semester of registration, you will receive a grade of "RP" (Report in Progress)*. Do not register for the course again.
 - * Once field study is complete, submit a petition for grade change form to faculty, changing grade from "RP" to "CR". After faculty signature, bring to Dept. for Chair's signature.
 - ** **Continuous Enrollment Requirement**: If you do not complete your field study and earn your degree within 2 semesters (the semester of enrollment and one "grace semester") you must maintain continuous enrollment through CEL by registering for EDUC 499 online, <http://www.cel.sfsu.edu/>

- Optional**- Read Creative work study guidelines* from Grad Studies website for formatting help, <http://grad.sfsu.edu/sites/sites7.sfsu.edu.grad/files/assets/forms/creative-work-guidelines.pdf>
 - * **STUDENTS ENROLLED IN 895 DO NOT REQUIRE A FORMAT CHECK.**
 - **You are free to use the Creative work guidelines as a reference for formatting your Field study. However, your study DOES NOT go to Grad. Studies for formatting**

- Submit Report of Completion AND Bound Field study to the Dept. Office (BH 156)**
 - You can take your field study (either printed or on a flash drive) to the Campus Copy Center for printing and binding services, Kinko's, or any other printer using spiral or other binding
 - Report of Completion: Form is issued by your T/TT Faculty advisor. Attach abstract, Get your committee signatures**, and bring to BH 156 for Chair's signature. Once Chair signs, the Dept. will forward to the CGSC for review, signature, and submission to the University Graduate Studies office
 - * **If your committee has changed you will need to submit a "Committee Revision" form**, <http://grad.sfsu.edu/sites/sites7.sfsu.edu.grad/files/assets/forms/petition-for-committee-revision.pdf>
 - Please note the bound field study you submit with your Report of Completion will not be returned it will be archived in the Cahill Learning Resources and Media Laboratory (BH 319)

- Provide Committee members with Electronic or Printed copy of Field study**