

Guidelines for Registering for INSC 493: Independent Project or Research

What is it?

- INSC 493 is one of three capstone options available to all BSIS majors. Students choosing this option should complete three credit hours of INSC 493. BSIS majors may also choose to complete an INSC 493 **even if** satisfying their capstone requirement through one of the other two options (completing three credit hours of INSC 495 or INSC 499).
- Non-BSIS majors may also choose to complete an INSC 493 with a SIS faculty supervisor.
- Students **may either** (1) do an independent study of their own design, under the supervision of a SIS faculty member, or (2) participate in a faculty-initiated project, collaborating with a SIS faculty member on an existing or developing research study.
- For the catalog description of INSC 493, please see the [UT Undergraduate Catalog](#).

How do I plan for it?

- An INSC 493 takes planning. Students should lay the groundwork **AT LEAST** the semester before they plan to register for and complete an INSC 493. This includes:
 - For all BSIS Majors, letting their academic advisor know if and when they plan to complete an INSC 493.
 - Contacting the [SIS faculty member](#) they would like to work with, and who will serve as the faculty supervisor for the INSC 493.
 - Discussing the expectations and output(s) of the proposed independent project or research in detail with their faculty supervisor.
 - Preparing a proposal in collaboration with your faculty supervisor.
 - Completing an INSC 493 application form at: tiny.utk.edu/ydvp6
 - The form is available at the end of this document for reference (pp. 3-6).
 - You will submit your proposal when completing the form.

How do I register for it?

- Students need permission to register for an INSC 493. Once your INSC 493 Application form is submitted with your proposal attached, you will be contacted with further instructions and/or permission to register.

What should I discuss with my faculty supervisor for planning my INSC 493?

- Whether researching an original topic or collaborating on faculty research, students should develop clear expectations with their faculty supervisor.
- Setting clear expectations about the scope of the work, hours to be applied, final deliverable(s), and how you will be evaluated for a final course grade should be discussed. You and your faculty supervisor should also set clear expectations on how you will communicate and assess your progress over the course of the semester.
- Consider using these questions to guide your planning discussion with your faculty supervisor:
 - What are you hoping to gain from this experience? How will it serve you in the future?
 - How many hours should you be putting towards your INSC 493 each week?

- How often will you and your faculty supervisor communicate regarding your progress and work? For example, should you send updates weekly, biweekly, or monthly regarding your progress?
- What is the end goal and final product of this INSC 493? For example, will it result in a report, essay, poster, visualization or other deliverable(s)?
- Do you have plans to present your work? The [University has several opportunities](#) to showcase undergraduate research.

What should go into my INSC 493 proposal?

- This proposal functions as a contract between you and your faculty supervisor. It establishes objectives, responsibilities, and deliverables. Instructions are provided here, as well as in the INSC 493 online application available at: tiny.utk.edu/ydvp6
- It is required that the proposal has already been discussed, written, revised (as needed), and approved by your faculty supervisor **before you submit** your INSC 493 application.
- You cannot register without the application and proposal being completed.
- Proposals are typically between 1 to 3 pages in length (single-spaced). Your proposal **must include the following elements:**
 1. Title of the independent project or research study.
 2. Your name.
 3. Your faculty supervisor's name.
 4. The semester, including year, the INSC 493 is to be completed.
 5. A brief description of the project or study.
 6. Objectives (that is, what knowledge and/or skills you hope to acquire or further develop).
 7. Expected deliverables (that is, what you plan to produce, such as a literature review, app, information visualization, ePortfolio, or other variety of outputs).
 8. A brief description of how your performance will be evaluated by your faculty supervisor.
- While not required, you are welcome to include other information that you and your faculty supervisor feel is important for establishing expectations, such as key dates, milestones, communication expectations, such as weekly meetings, or other helpful information.

Who do I contact if I have questions about this process?

- Dr Carolyn Hank, SIS Director of Undergraduate Studies, chank@utk.edu

The application is provided here for reference. Complete the Application at: tiny.utk.edu/ydvp6

INSC 493: Independent Project or Research Application

For INSC 493, students may do either an independent study of their own design under supervision from a SIS faculty member, or participate in a SIS faculty-initiated project, collaborating with the faculty member on an existing or developing research study. This Application Form must be completed and submitted before a student may register. This form should be completed **only after** a student has identified a faculty supervisor, discussed the expectations and output(s) of the proposed independent project or research in detail, and prepared a proposal.

Please note: Only in exceptional circumstances approved by the SIS Director of Undergraduate Studies will students be allowed to take an existing SIS course as an independent study.

Who are you:

- First Name _____
- Last Name _____
- Student ID# _____
- UTK Email _____

What is your major?

- BSIS (No Concentration)
- BSIS - DIMA
- BSIS - UXD
- Other (Please Specify) _____

Do you plan to use this INSC 493 to fulfill the capstone requirement for the BSIS degree?

- Not applicable (I am not a BSIS Major)
 - Yes
 - No
 - Not sure
-

Who is your INSC 493 faculty supervisor? (Your supervisor must be a [SIS faculty member](#).)

- Supervisor's Name _____
 - Supervisor's Email _____
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What semester do you plan to register for this INSC 493 (e.g., Fall 2022)?

What semester do you plan to graduate (e.g., Spring 2023)?

How many credit hours are you requesting? (Typically, students take INSC 493 for 3 credit hours).

- 3 Credit Hours
 - 6 Credit Hours
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Have you previously completed an INSC 493?

- Yes, for three credits
- Yes, for six credits
- No
- Not sure

Which of the following INSC courses have you completed? Select all that apply, including courses you are currently enrolled in and registered for:

<input type="checkbox"/> None	<input type="checkbox"/> INSC 360	<input type="checkbox"/> INSC 484
<input type="checkbox"/> INSC 102	<input type="checkbox"/> INSC 380	<input type="checkbox"/> INSC 486
<input type="checkbox"/> INSC 201	<input type="checkbox"/> INSC 384	<input type="checkbox"/> INSC 489
<input type="checkbox"/> INSC 210	<input type="checkbox"/> INSC 430	<input type="checkbox"/> INSC 495
<input type="checkbox"/> INSC 220	<input type="checkbox"/> INSC 435	<input type="checkbox"/> INSC 499
<input type="checkbox"/> INSC 305	<input type="checkbox"/> INSC 436	
<input type="checkbox"/> INSC 311	<input type="checkbox"/> INSC 439	

The work you do for this independent project or research should demonstrate at least one BSIS Program Outcome. Please select **up to two outcomes** that are most relevant to your proposed independent project or research from the outcomes listed below:

___ Understand and communicate information ethics and interdisciplinary approaches to information

___ Demonstrate a combination of technical and professional skills for a variety of application domains.

___ Apply socio-technical and humanistic perspectives to implement and/or create information science artifacts for diverse settings.

___ Evaluate, implement and manage information technologies, systems, sources and services to enhance user experiences.

___ Plan life-long learning skills to respond to challenges facing information professionals in a culturally diverse and dynamic global society.

Attach a proposal for the independent project or research in PDF. This proposal functions as a contract between you and your faculty supervisor. It establishes objectives, responsibilities, and deliverables. It is required that the proposal has already been discussed, revised (as needed), and approved by your faculty supervisor before it is submitted here.

Proposals are typically between 1 to 3 pages in length (single-spaced). Your proposal **must include the following elements:**

- Title of the independent project or research study.
- Your name.
- Your faculty supervisor's name.
- The semester, including year, the INSC 493 is to be completed.
- A brief description of the project or study.
- Objectives (that is, what knowledge and/or skills you hope to acquire or further develop).
- Expected deliverables (that is, what you plan to produce, such as a literature review, app, information visualization, ePortfolio, or other variety of outputs).
- A brief description of how your performance will be evaluated by your faculty supervisor.

While not required, you are welcome to include other information that you and your faculty supervisor feel is important for establishing expectations, such as key dates, milestones, communication expectations, such as weekly meetings, or other helpful information.