



CIEE Palma de Mallorca, Spain

Course name:	Directed Independent Research
Course number:	INDR 3001 PABT
Programs offering course:	Business and Tourism
Language of instruction:	English
U.S. Semester Credits:	3
Contact Hours:	120 work hours of research plus weekly meetings (10-12 hours) with a professor
Term:	Fall 2019
Course meeting times:	one session per week with academic tutor (10-12 hours) plus research (120 hours); these are to be scheduled between professor and student
Course meeting place:	Edificio Arxiduc, <i>Universitat de les Illes Balears</i> (UIB)
Professor:	Depending upon students' specialty and topic of project

Course Description

Students with a special academic interest may design their own course while in Palma de Mallorca. This is an independent student project directed by a faculty advisor. The project culminates in a 4000-6000 words written final paper. It may include empirical research, library research, and applied projects. Students develop a plan of study for an individual research project approved by their home institution advisor. It must be submitted for acceptance by the Center Director in Palma, prior to departure for Spain on the assigned date announced on the website. To be accepted into this course, students must submit a structured proposal with topic of exploration, significance of research topic as it relates to Palma / Spain, methodology, a literature review, and a schedule of research milestones. Upon research completion, students will present their findings to a panel of academics.

Learning Objectives

General Learning Objectives:

By completing this course, students will be able to:

- Conduct ethical research
- Analyze primary and secondary source materials
- Extrapolate relevant content
- Make contributions to current research
- Exchange ideas with professionals in prospective fields
- Develop a scholarly research paper with a defensible argument, supported by evidence and accurate citations
- Suggest additional research to be conducted in prospective fields.

Specific Learning Objectives:

These objectives need to be determined by the student, included in the proposal, and approved by the home institution advisor, and the local appointed professor. In order to provide preliminary information regarding the research topic and academic subject area, the student must indicate on their pre-departure course registration form that they wish to enroll in directed independent research, and they need to complete the following within two weeks of receipt of this document.



Academic Subject Area:

Research Topic:

Course Prerequisites

No language prerequisite as this course is taught in English. Students need to prepare a proposal prior to arrival into the program, which has to be approved by the home school and the CIEE program. A professor will be assigned depending on the topic of the research. The project must fit clearly into the range of activities that are commonly called “research” in the chosen discipline. Thus, reflections, essays, journals, etc., are not classifiable as “research” papers

Students choosing to conduct and carry out individual and directed independent research will be asked to comply with the following requirements once they are on-site at the program location:

- 1) Students are required to complete an on-line training program, The Collaborative Institutional Training Initiative (CITI) before starting the research project. CIEE has identified several modules concerning research and ethics that students conducting independent research are required to complete. See <https://www.citiprogram.org>
- 2) Students must submit a resumé with academic, professional, volunteer or relevant experience for conducting research in desired specific academic discipline.
- 3) Students will complete an Independent Research Learning Contract on-site that clearly identifies the student’s academic responsibilities, including the specific learning goals and the specific means by which the independent research will be assessed.

The Directed Independent Research Supervisor (in some cases, this may be the CIEE Center Director) and the on-site Academic Advisor work together to support students in completing their independent research while abroad. The Directed Independent Research Supervisor is responsible for assuring that a student has completed all requirements for credit. The Academic Advisor will assess students by grading their success in completing a series of specific assignments throughout the semester.

Methods of Instruction

Students must attend 10-12 hours of meetings regularly and arrive prepared to participate actively in the discussion. In order to do so, they must follow the reading guideline that will be handed in to them related to the content of the course.

The Faculty Advisor will work with the students to ensure they have the necessary preparation to be able to conduct the research in question. For example, the student may have done similar research in the past or taken a course in research methodology; or, teaching the student how to do the research may explicitly be built into the project as a preliminary learning activity.



In a regular course, three semester hours of credit implies 45 contact hours and a total of 135 hours of work, including both class time and work done by the student outside of class. For a three-credit project, the definition of the project and the associated workload should be such that the student is likely to devote approximately the same time and effort to it that he or she would devote to a normal three-credit course.

120 work hours of research.

10-12 hours of personal meetings with the faculty adviser, and final presentation.

Following meetings at the Study Center with the on-site Independent Research Supervisor and the Academic Advisor, the student must submit the following information to the Independent Research Supervisor and Academic Advisor that details the proposed independent research topic. This document must be received no later than the end of week 2 following orientation at the Study Center site. It will provide the following information:

- Academic Subject Area(s)
- Working Title of Independent Research Project
- Specific Learning Goals
- Methodology to be used
- Literature Review (initial list of resources).

Following receipt of this document, the Academic Advisor will meet again with the student to identify a timeline with which the student will comply in completing all learning activities associated with the independent research. The schedule will take into account these activities, at a minimum:

- Completion of Reading
- Narrowing of Research Topic
- Completion of Literature Review
- Completion of Student-written Research plan (to be approved by Academic Advisor)
- Individual meetings between academic advisor and student for questions and guidance
- Submission of outline drafts, final outline, draft papers, final paper.

Assessment and Final Grade

The On-Site Academic Advisor will assess students by issuing a final grade based on the student's success in completing the series of assignments completed throughout the semester:

1. Advisor Meetings	15%
2. Research Paper	40%
3. Research Field Notes & Journal	15%
4. Annotated Bibliography	10%
5. Final Presentation	20%

Course Requirements



The Academic Advisor will assess students by issuing a final grade based on the student's success in completing a series of specific assignments throughout the semester, including drafts of the outline and final paper (20-25 pages), a journal in which the student is required to make substantive entries about his or her weekly progress and ten to twelve one-hour meetings with the Academic Advisor.

Advisor Meetings (15%)

Students will meet with faculty advisors frequently a total of 15 hours. This will ensure academic integrity and direction throughout the research process. Additionally, students will conduct approximately 100 independent research hours. Students may choose to do field research through service learning. During the meetings, students receive feedback and advisement on their projects. Students will collaborate with faculty to schedule appropriate meeting times. To structure projects a research schedule with project milestones will be outlined at the first meeting.

Research Paper (40%)

Students will conclude the term with a research paper that evidences their proposed project. In addition the paper will include a literature review, a methodology and suggestions for future research. The word limit for this paper must be between 4,000 and 6,000 words, but the exact scope and scale will be agreed to by student and faculty mentor.

Requirements for the written project:

- The project should be at least 20 pages long.
- The format will be Arial 12, Space 1.5.
- Pictures and images can be included, but do not count as the required 20 pages.
- Pages should be numbered.

The project will include:

- Head page (first and last name, course, date and topic dealt with).
- Index.
- The written project.
- Personal opinion.
- Reason to choose this topic.
- Bibliography.

Research Field Notes & Journal (15%)

To better organize, each student will keep a well-documented journal of their notes and findings. This will be submitted to faculty advisors and will be graded on organization and progress of research. Students will present their findings in a presentation of 15 minutes, excluding questions. Each presentation will address the main question or impetus for the project, milestones and final results. A panel of academics will provide feedback.

Annotated Bibliography (10%)

The annotated bibliography must be between 750 and 1600 words.

Final Presentation (20%)



Students will present their findings in a presentation. Each presentation will address the main question or impetus for the project, milestones and final results. A panel of academics will provide feedback.

Attendance

Regular class attendance is required throughout the program. Students must notify (via e-mail with a copy to the Center Director) their instructor beforehand if they will miss class for any reason. Students are responsible for any materials covered in class during their absence. Students who miss class for medical reasons must inform the professor and the CD, and provide appropriate documentation.

For CIEE courses, excessively tardy (over 15 minutes late) students will be marked absent (student will be reminded of the policy). Attendance policies also apply to any required co-curricular class excursion or events, etc. Students who miss class for personal travel will be marked as absent and unexcused.

An absence in a CIEE course will only be considered excused if:

- A doctor's note is provided explaining there is a reason to miss the class (not only saying the student was at the doctor during class time).
- A CIEE staff member verifies that the student was too ill to attend class.
- Evidence is provided of a family emergency.

Persistent absenteeism (students exceeding 10% of the total course hours missed, or violations of the attendance policy in more than one class) may lead to a written warning from the CD, notification to the home school, and/or dismissal from the program in addition to reductions in class grade(s).

Since each CIEE course is 45 hours, 10% of the total course hours are 4.5 hours. Depending on the hours of each session, missing 1 day of class implies 1.5 or 2 hours of class. Students who miss more than 4.5 hours of class without justification will see their final grade reduced by -5%. For instance, students achieving a grade of 89.00 out of 100 points, and missing more than 4.5 hours of class will see their final grade reduced from 89.00 (B+) to 84.00 (B).

Students with unexcused absences exceeding 20% (9 hours) of the total course hours will fail the course. Written warnings and home school notifications will happen well before the absenteeism causes the student to fail the course so that the student has an opportunity for corrective actions.

Papers and assignments submission. Exams Dates

According to CIEE Palma de Mallorca academic norms, all assignments, paper, readings, etc., must be turned in on the due date. If a student fails to submit the work on time:

- If any student submits the assignment one day late, the grade will be lowered by -10% points.
- If it is 2 days late, the grade will be lowered by -20% points.
- If it is 3 or more days late, it will imply a grade of zero in the assignment.

It is the student's responsibility to check with the professor any work submitted by email (unless the student receives a message confirming the assignment's delivery, we will assume the



assignment was never sent and/or received). No exam can be administered other than the ones scheduled in the syllabus. There are no make-up tests.

Plagiarism

Cheating and plagiarism in any course assignment may result in failing the course or being expelled from the program. Students are expected to adhere to the US American and norms. Important principles:

- Final examinations, quizzes and other tests must be completed without assistance from other person, without looking at or otherwise consulting the work of another person, and without access to notes, books, or other pertinent information (unless the professor has explicitly announced that a particular test is to be taken on an “open book” basis).
- The same written paper may not be submitted in more than one course.
- Any use of the work of another person must be documented in any written papers, oral presentations, or other assignments carried out in connection with the course.

Add/Drop & Withdrawal deadlines

The add/drop period last for 1 week and a half after the start of the courses. After the end of the add/drop period, the student’s registration is considered final, and no course(s) may be changed or deleted from the student’s CIEE Academic Record.

Withdrawal deadline is **October 23**. Students are required to register in 5 courses during their studies at CIEE Palma de Mallorca. Each CIEE course is worth 3 credits (45 contact hours) and each Universitat de les Illes Balears course is worth 4 credits (60 contact hours). If exceptional circumstances warrant, the student may request permission from the Center Director to withdraw from a course. However, a student participating in a semester program is not allowed to drop below a total of 12 US semester credits.

Weekly Schedule

Week 1

Discussion of the proposal & bibliography
Introduction to the research methodology

Week 2

Present Research Proposal Planning
Finalize annotated Bibliography proposal
CITI (Collaborative Institutional Training Initiative)
Weekly Critical Question

Week 3

Components of the research
Field Notes
Weekly Critical Question

Week 4

Research Milestones



Field Notes
Weekly Critical Question

Week 5
Methodology and Literature
Field Notes
Weekly Critical Question

Week 6
Research Status
Field Notes
Weekly Critical Question

Week 7
Q&A
Field Notes
Weekly Critical Question

Week 8
What are the conclusions so far? What's next?
Field Notes
Weekly Critical Question

Week 9
Reviewing the materials
Field Notes
Weekly Critical Question

Week 10
Missing pieces
Field Notes
Weekly Critical Question

Week 11
Findings
Field Notes
Weekly Critical Question

Week 12
Final Presentation
Submit Final Paper

Course Materials



Materials will be determined in conversation between student and faculty member. During the first week, the student will propose an initial list of materials to investigate; faculty mentor will amend and approve. Readings will further develop throughout the term.