Field Study, Independent Study, and Undergraduate Research Requests – Instructor of Record Instructions

Who Uses This Form

Instructors at Virginia Tech that wish to enroll a College of Engineering student in a field study, independent study, or undergraduate research experience.

Instructor Action Items

Complete the [Instructor Entry Form](#)

You will need the following information to complete this form:

- Department in which you are offering the experience – if it is outside the College of Engineering you'll be asked to provide your Department Head (or designated approver) for these experiences
- Type of Request: Field Study, Independent Study, or Undergraduate Research
  - If Undergraduate Research, what Conflict of Interest Training is necessary?
- Will the experience be offered at a 2000 level, 4000 level, or both?
  - CRN for the 2000 and/or 4000 level (if available)
  - Syllabus for each level
- Grading Options: Pass/Fail and/or A-F
- Credit Hours
- Opportunity for Pay: Will students be able to earn credit and be paid for the project
- Project Title → This is what students will see on their entry form
- Project Description → Include a brief summary of the project including expected time commitment, significant deliverables, and brief explanation of grading.
- Student Learning Outcomes → list at least three
- Will this be a restricted request? → Do you want only students you have pre-approved to participate in this experience?
  - If so, you'll need to input a 4-digit numeric code that the student(s) will also need to provide on their submission.
- Advertisement: Would you like your project broadly advertised to COE undergraduate students

Approval Process

Step 1:

Once the form is submitted, it will be sent to your Department Head (or designated approver) for review.

Step 2:

Once the Department Head (or designated approver) approves your request, it will be routed to your department representative to input a CRN.

Step 3:

Once approved, it will appear on the [student request form](#).

Step 4:

When a student selects your project, you will be sent an approval from Microsoft Flow with the subject: COE [Type of Request] for [Student Name]. Example: COE Independent Study Request for Hokie Bird. Follow the instructions in the approval.