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
Summer 2021 Instructor Form
Fall 2021 Instructor 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
- 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.
- Will this experience include face-to-face time?
  - If so, you’ll need to develop an alternative experience for students in the event they are unable to participate in-person due to COVID-19.
  - Students will also need to complete the University’s Experiential Learning Risk Form located here: https://virginiatech.qualtrics.com/jfe/form/SV_agiYMNBD2TdwefH.
Approval Process

Step 1:
Once the form is submitted, it will be sent to your Department Head (or designated approver) for review.

Step 2:
If you don’t know/provide a CRN for the course, the approval 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.