

Integrative Studies in Psychology

APPLICATION PROJECT Approval Procedure: PSYI597

General Information

The Application Project (AP) is composed of several components: introduction; literature review; project design & implementation; project evaluation and summary; reference and bibliography. Students organize their 9 credits of Application Project credits into one course in their 2nd or 3rd year.

The approval procedure must be completed the quarter prior to registering for the AP component.

Guidelines

Rationale: The Application Project (AP) is the culminating experience of a master's degree in the Integrative Studies in Psychology Specialization. Each of these components requires independent and concentrated effort. With your advisor, discuss the scope, breadth, and depth of each of these components. To determine the structure of each component, give attention to the larger perspective of your Application Project and to the process of dividing the project into appropriate components.

Credit Hours: To determine the number of credits for AP components, the ratio of credits to hours of work is 33 to 1; i.e., 33 hours of work earns 1 credit.

Evaluation: Your core faculty advisor is your evaluator for all aspects of your application project.

Application Project Approval Procedure/Timeline

All of the following steps should be completed the quarter prior to the quarter you intend your Application Project to begin. Keep copies of all documents you submit for your records.

By week 4/5 of the prior quarter

- 1) **Consult with your advisor about designing this component of your AP**
- 2) **Design your AP Syllabus (see pg. 2)**

By week 6/7 of the prior quarter

- 3) **Get Advisor's signatures:** Your advisor reviews and approves the syllabus. Get your advisor's signature on the original syllabus *and* on the approval form (page 3).
- 4) **File with SAPCFT:** Submit *one copy* of the documents listed below*, signed by your advisor, to Margaret Conley in SAPCFT and *a second copy* to your faculty advisor by **Friday, 5 PM, of Week 7 of the quarter preceding the AP**. Save a *third copy* of these documents for your records, etc.

***Attach the following together:**

- 1 *copy* of your completed Approval Form (all signatures)
- 1 *copy* of your approved and signed syllabus (student's, and advisor/evaluator's signatures)

Week of Priority Registration (for the quarter you intend your Application Project to begin)

5) **Registration:** Submit the original Application Project documents to the Registrar's office. The Registrar will **NOT** accept or process any registrations without ALL signatures. Give the Registrar the following documentation:

- *Original* Application Approval Project form, with all signatures
- 1 *copy* of your approved and signed syllabus (student's and advisor/evaluator's signatures)

Syllabus Design

The syllabus for your learning activity serves two primary purposes. First, the syllabus provides a map of the learning activities you and your evaluator have envisioned; the syllabus documents what you propose to undertake and how you accomplish your learning. Second, the syllabus serves as a contract and an explicit agreement between you and your evaluator.

Make three (3) copies of your syllabus.

- Keep the *original* syllabus for yourself.
- Give one (1) copy of the syllabus to your advisor.
- Attach one (1) copy of the syllabus to a copy of the AP Approval Form (submitted to the SAPCFT staff listed in #4 of the procedure/timeline on page 1).
- Attach one (1) copy of the syllabus to the AP Approval Form and submit it to the registrar's office. The approval form with the syllabus will serve as your registration card for this specific learning activity (as listed in #5 of the procedure/timeline on page 1).

Use the following format to create your syllabus. It will work most effectively when written clearly, simply, and thoroughly, so that your intentions for this component of your AP are directly communicated.

SYLLABUS

Application Project Title: PSYI 597: Title (Your AP Focus/area of concentration)

Student's Name:

Quarter(s)/Year: (e.g. Wtr 11, Spr 11, Sum 11)

Evaluator's Name:

Number of Credits: (e.g. 3, 3, 3)

Course Intentions: Write a brief paragraph providing an overview of what you plan to accomplish in this learning activity, inclusive of all aspects of your AP (e.g. introduction, literature review, AP content, summary/synthesis, reference and bibliography). This overview is similar in format to course descriptions for other courses (i.e., Quarterly Course Schedule).

Learning Goals: Provide a numbered (e.g., 3-5) list of specific goals you will meet by completing the learning activities. Include knowledge areas, skills, and perspectives you hope to gain in order to fulfill the intention described in the first paragraph, including attention to multicultural issues.

Learning Experiences: Provide a description of the actual activities in which you will engage during this learning activity. These experiences will help you acquire the knowledge, skills, and perspectives defined in your learning goals. Be explicit enough that anyone reading this syllabus will get a clear sense of what you plan to complete in this course, including the number of times you will meet with your evaluator (minimum of three meetings per quarter; more often if appropriate).

Demonstration of Learning: Your evaluation and earned credit will be based on this demonstration. Describe how you will demonstrate your learning to your evaluator. For written documentation or an oral presentation, specify the focus. For other forms of expression, provide descriptions of the focus and implementation of these demonstrations of learning.

Readings: Provide a full bibliography for all readings to date, included in this component of your AP. Use APA format for your reference list:

American Psychological Association. (2010). *Publication manual of the American Psychological Association* (6th ed., 2nd & 3rd printing). Washington, DC: Author.

Required Signatures: The syllabus must be signed by the student and the student's advisor/evaluator. This syllabus is a learning contract between the student, the evaluator, and Antioch University Seattle.

PSYI 597 Application Project Approval Form

The forms in the Application Project Payment approval packet are required for All AP components.
Submit the completed forms (see checklist below) to Margaret Conley, SAPCFT staff member (206) 268-4817,
by 5:00 PM on the Friday of Week 7 of the quarter preceding the AP. Incomplete packets will be returned
to you via your AUS Advisor.

Complete this form each quarter for registration.

Student's Name: _____ **ID#:** _____

Phone: _____

PROPOSED/CURRENT APPLICATION PROJECT COURSE PSYI597 COMPONENT(S):

Quarter/Year: _____ # of Credits: _____

Title of Application Project Component(s): _____
29 Character limit

Print Advisor/Evaluator's Name: _____

Student Agreement: I understand that this document is a formal request for registration and assessment of the above learning activities. I agree to pay the associated registration charges for these activities and understand that a failure to do so may result in the submission of my student account to an outside collection agency. I understand that all the costs, fees and expenses incurred by Antioch in attempting to collect the debt will be added to the account balance. These costs may include, but are not limited to, collection agency fees, reasonable attorney fees, court costs and other out-of-pocket expenses.

We agree to the above prior learning package:

Student signature: _____ Date: _____

Advisor/Evaluator: _____ Date: _____

ISP Specialization Chair: _____ Date: _____