Responsibilities & Timeline
Pre-Project

STUDENT
- Find a COB faculty member to supervise and evaluate your project for academic credits
- Set up a meeting to review all thesis guidelines and goals
- Create assessment and timelines agreement
- Develop a project proposal
- Complete the Registration Form “Student” section

BA 405/406 FACULTY SUPERVISOR
- Review project proposal with the student
- Determine the following:
  - Number of academic credits that could be earned
  - Due date of the assignment
- Complete the Registration Form “Faculty” section and sign
- Have student sign agreement on the Registration Form
- Give Registration Form back to the student to submit

STUDENT
- After meeting with your COB faculty supervisor and getting the necessary signatures, submit document to the COB Academic Advising Office in 122 Austin Hall.
- Watch for email including a scan of your final documents and instructions for registering for the appropriate credits.

Post-Project

STUDENT
- Submit completed assignments to the COB faculty supervisor by the agreed upon due date

BA 405/406 FACULTY SUPERVISOR
- Reviews items submitted by student
- Report grade to the Associate Dean (Instructor of Record)

<table>
<thead>
<tr>
<th>Estimated total number of hours of work for term</th>
<th>Number of academic credits earned for term</th>
</tr>
</thead>
<tbody>
<tr>
<td>67 to 132</td>
<td>1 credit</td>
</tr>
<tr>
<td>133 to 199</td>
<td>2 credits</td>
</tr>
<tr>
<td>200 to 266</td>
<td>3 credits</td>
</tr>
<tr>
<td>267 to 332</td>
<td>4 credits</td>
</tr>
<tr>
<td>333 to 399</td>
<td>5 credits</td>
</tr>
<tr>
<td>400 or more</td>
<td>6 credits</td>
</tr>
</tbody>
</table>

A student can earn a maximum of 6 credits per academic term. The information above is based upon 40 hours per week for 10 weeks equals 6 credits.
Guidelines for Academic Credit

Eligibility: Students with 90 credits or more

Supervision: The work of the project shall be supervised by a college faculty member.

Academic Credits:
- The number of academic credits earned will be determined by the COB faculty supervisor.
- BA 405 and 406 are offered on a normal grading basis (A-F), unless otherwise noted in the Course Catalog
- Courses are repeatable to a maximum of 16 credits

Timing: Retroactive approval or credit for previous work will not be granted. All arrangements must be finalized prior to the start of the project. The student must register for the credits in the term in which the project actually occurs. Please submit the form at least one week prior to the start of the term to ensure adequate time for approval and registration.

STUDENT

NAME: ___________________________________________ ID#: __________________

ONID EMAIL: __________________________________ PHONE#: __________________

Project Plan: ________________________________________________________________

______________________________________________________________

BA Faculty Supervisor’s Name: ___________________________________________

Email: _________________________________________________________________

Project Term: Fall ☐ Winter ☐ Spring ☐ Summer ☐ YEAR: 20___

<table>
<thead>
<tr>
<th>Subj/Crs#</th>
<th>Credits</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>BA 40___</td>
<td>______</td>
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</tr>
</tbody>
</table>

SIGNATURES

Student: ___________________________________________ Date: ______________

BA Supervisor: ______________________________________ Date: ______________

RETURN FORM & DOCUMENTATION TO: Carrie Stampe, c/o COB Academic Advising, 122 Austin Hall
or scan and email to Carrie.Stampe@oregonstate.edu

APPROVAL/PROCESSING

Associate Dean’s Signature: _____________________________________________

CRN: _________ ☐ Override ☐ Scanned ☐ Student Emailed Date: __________ Initials: ______

http://business.oregonstate.edu/advising/my-resources/forms 7/12/16