



## WILLIAM SMITH COLLEGE

Geneva, New York 14456-3381 315: 789-5500

Dear Course Equivalent Sponsor:

Thank you for your willingness to consider being the sponsor for a William Smith student's course equivalent project for the next academic semester. To guide your consideration of sponsorship, I would like to tell you more about the goals and objectives of the course equivalent concept; enclosed you will also find a description of course equivalents approved by our faculty.

The major purpose of course equivalents from the view of the William Smith Dean's Office is to expose young women to the possibilities of learning from experiences outside the classroom. We expect students to spend approximately the same amount of time on a course equivalent as they would in a normal course - approximately fifteen hours per week. When course equivalents are undertaken off campus, we expect sponsors to assure that the design of the project will insure mutual benefits to the students and to the sponsoring agency or organization.

Our primary requirement for students who pursue course equivalents is that they be able to articulate what they have learned, and how this learning relates to their academic programs and their goals. In other words, we want our students to be able to learn from experience as well as from texts and lectures, and to be able to bring the same critical intelligence to bear on both kinds of learning.

Your final evaluation of the student you sponsor need not be lengthy. A brief statement about her project, her ability to carry it out, and her qualities as a co-worker (if applicable) will be adequate. We will ask more of the student in her own evaluation of her experience: in addition to being able to describe her project and its value, we want her to relate its significance to other elements of her undergraduate education.

Let me reiterate my gratitude for your supervision of a William Smith student in the course equivalent project, should you decide to become a sponsor. If you have further questions or would like clarification of any of the above, please do not hesitate to me at 315-781-3467.

Sincerely

A handwritten signature in cursive script that reads "Debra K. DeMeis".

Debra K. DeMeis  
Dean of the College

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## **COURSE EQUIVALENT DESCRIPTION**

Students are expected to take four courses each semester. Exceptions to this are granted only with permission from the Committee on Standards. In order to broaden and diversify one's academic experience, however, a student may wish to engage in some intellectual activity outside of the established courses listed in the course catalog, which may in turn be substituted for one or more of the courses comprising the student's normal load. Such an activity is called a course equivalent.

As the term implies, a course equivalent must be a rigorous and intellectually substantive as any other college course. No specific suggestions for the topic or details for the course equivalent are provided here in order to encourage students to choose imaginative alternative programs. While activities such as "life experiences" (e.g., travel, summer employment, etc.) and "extracurricular" involvements (e.g., sports, work for newspaper, radio station, clubs, etc.) will not generally be considered as a course equivalent, a course equivalent may use such activities as the experiential base on which to construct a project which has some analytical and/or reflective substance.

Those considering a course equivalent should note the following: (a) the student should submit a course equivalent application (available at the Dean's Office) to the Committee on Standards prior to the term in which the course equivalent will take place. No application will be considered after the term begins. (b) A course equivalent does not receive the notation CR/NR or letter grade. (c) The title of the course equivalent is entered on the student's transcript if the work is successfully completed, and a letter describing the student's performance for this activity is placed in his/her academic file. (d) A successfully completed course equivalent may count toward the major if approved by the Department Chair.

## **SCHEDULE/PROCEDURE FOR CARRYING OUT A COURSE EQUIVALENT**

1. Student picks up application at Dean's Office. (The application consists of two parts. One part is filled out by the student, the other by the person sponsoring the course equivalent).
2. The completed application is returned to the Committee on Standards prior to beginning of semester in which the course equivalent takes place.
3. The Committee on Standards reviews and acts on each course equivalent application, then informs the students of its decision. Those whose applications are rejected may revise the application for a second submission or must enroll in a regular academic course.

4. To receive credit for the completed course equivalent, the student must submit the following to the Committee on Standards:
  - a. An evaluation by the on-site supervisor/sponsor.
  - b. The evaluation and recommendation of the faculty project advisor.
  - c. A 10-15 page academic paper or other pre-approved appropriate project.
  - d. The student's on-going journal of the work process.
  
5. If the Committee on Standards is satisfied that the student has met the expectations of the pre-established guidelines for the course equivalent, the COS will grant course credit and the course equivalent will be noted on the student's transcript.

## COURSE EQUIVALENT PROPOSAL

NAME:

CLASS:

DATE:

A course equivalent is an alternative form of educational activity which, with the approval of your faculty advisor and the Committee on Standards, may be substituted for one academic course to fulfill the normal requirement of taking four courses per semester. If successfully completed it will appear on your transcript. **Proposals should be submitted to the COS six weeks in advance of the anticipated starting date of the learning experience.**

Complete the form below giving information called for in 1 through 8, WITH APPROPRIATE SIGNATURES, and submit it to the Dean's Office.

1. TITLE FOR THE PROJECT:

TERM PROPOSED FOR:

2. LEARNING STATEMENT (what do you expect to learn from your course equivalent?):

3. WHERE, WHEN (GIVE DATES) AND BY WHOM WILL YOU BE ENGAGED?

a. Where? \_\_\_\_\_

b. When? \_\_\_\_\_

c. By Whom? \_\_\_\_\_

4. UNDER WHOSE SUPERVISION WILL YOU WORK? (you must submit a letter to COS from your on-site supervisor accepting you into the project and giving a complete job description including expectations, dates and times to be worked, and tasks to be completed.)

5. ARTICULATE CLEARLY THE TOPIC/DIRECTION OF YOUR 10-15 PAGE ACADEMIC PAPER:

6. DISCUSS THE NATURE OF YOUR DAILY REFLECTIVE JOURNAL OF YOUR LEARNING EXPERIENCE

7. WHO IS YOUR FACULTY ADVISOR FOR THIS PROJECT?

8. APPROXIMATE THE NUMBER OF HOURS PER WEEK REQUIRED TO COMPLETE THE COURSE EQUIVALENT SATISFACTORILY:

**I have read the student's course equivalent proposal and the requirements for a course equivalent as approved by the faculty of HWS Colleges. I believe the experience I/we have offered this student will satisfy those requirements.**

(APPROVED) Project Advisor \_\_\_\_\_ Date \_\_\_\_\_

**I have read the student's course equivalent proposal, including the paper topic proposal, and the requirements for a course equivalent as approved by the faculty of HWS Colleges. I approve of this proposal and I agree to supervise and evaluate this student's course equivalent.**

(APPROVED) Faculty Project Advisor \_\_\_\_\_ Date \_\_\_\_\_

(APPROVED) Dean \_\_\_\_\_ Date \_\_\_\_\_

**NOTE: If this course will also be a fifth course, we would like to remind you that you must request permission to take an unusual course load. The form for which is found in the William Smith Dean's Office.**