**BAC ADVANCED PROJECT ADVISOR APPLICATION**

The BAC Advanced Project Advisor (APA) assists BAC students in the development of the Advanced Project for the F11 and F12 competences in the student's BAC degree. The student is responsible for finding and contacting the potential APA but may request the assistance of the PA in seeking the APA. In addition, the PA may serve as the APA if that person has expertise in the subject matter of the student's project and agrees to serve as the APA. Students can search the CDM Faculty Profiles website to see the faculty member's background, courses taught and contact information. If a student wishes to recruit a non-CDM faculty member as the APA, the student's PA needs to review that person's credentials and approve the APA assignment.

CDM Faculty Search: <http://www.cdm.depaul.edu/Faculty-and-Staff/Pages/Faculty.aspx>

**Section 1)** This section is to be completed by the STUDENT and emailed to the potential APA to complete.

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| Student Name: ID#  Email Address: |
| Faculty Mentor Name: Email Address: |
| Professional Advisor Name:  Email Address: |
| Title of Focus Area: |
| Potential Topic for Advanced Project: |

(The student is also to email the Advanced Project Proposal and Worksheet with this application. Please enter the name of the APA on the contract where it asks for the PA. )

[**Advanced Project (FA 303) Proposal and Contract**](https://scps.depaul.edu/student-resources/undergraduate-resources/_layouts/DU.CCServices/DownloadOfficeAppsHandler.ashx?filename=https://snl.depaul.edu/Documents/advanced_project_proposal_and_contract.docx)

[**Advanced Project (FA 303) Worksheet**](https://scps.depaul.edu/student-resources/undergraduate-resources/_layouts/DU.CCServices/DownloadOfficeAppsHandler.ashx?filename=https://snl.depaul.edu/Documents/preliminary_advanced_project_worksheet.docx)

**Section 2)** This section is to be completed by the ADVANCED PROJECT ADVISOR (APA) and emailed to the student's Professional Advisor listed above.

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| APA Name:  Email Address: |
| DePaul Status: (check one) \_\_\_ Resident Faculty \_\_\_ Visiting Faculty \_\_\_ Independent consultant |
| If not a CDM faculty member, list your highest degree: |
| List a brief summary of your expertise to assist the student with the topic of this project: |
| I have read the "BAC Advanced Project Advisor Responsibilities" found below and agree to fulfill these obligations. In return, I will receive a stipend for my services. (Check One) \_\_\_ Yes \_\_\_No |

**BAC Advanced Project Advisor responsibilities:** assists the student in the development of the Advanced Project and provides formative and summative feedback and assessment.

To provide direction for the student in developing the conceptual thesis for the project.

To assist in the research and analysis of the topic being addressed in the project.

To assist student in determining practical applications for the computing project and to assess the viability of the process.

To provide motivation and encouragement to student and to help bring the project to completion.

To offer feedback and analysis based on the advisor's area of expertise.

To assess and approve each stage of the project and provide assessment and grade for final project.

**Note:** The Advanced Project generally takes 2 quarters to complete, although the student may begin conceptualizing and preparing for it through courses and other learning experiences in advance. The student will work with the academic committee to prepare for the Advanced Project and the committee will decide the best time to solicit the Advanced Project Advisor (APA).

**Section 3)** This section is to be completed by the PA and forwarded to the student, the mentor, and the APA. (Check One)

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| \_\_\_\_ I have reviewed the student's proposed Advanced Project plan and request for the APA to assist the student with this project and give my approval to proceed as planned. |
| \_\_\_\_\_ I have reviewed the student's proposed Advanced Project plan and request for the APA to assist the student with this project and have the following reservations about the student's proposal in relation to either its connection to the main theme of the Focus Area or specific application to the Focus Area as described below. |
| \_\_\_\_\_ I have reviewed the student's proposed Advanced Project plan and request for the APA to assist the student with this project and have the following reservations about the selection of the person to serve as the APA as described below. |

Form Updated 11-1-17