CREATIVE PROJECT
CONNECTING EXPERIENCE CONTRACT

Student Instructions

BEFORE submitting your proposal

☐ Connecting Experience Statement: Write and attach a 1-page, double-spaced statement describing your proposed creative project. Clearly articulate how your proposed project relates to your BDP topic, as well as why you chose your Faculty Mentor.

☐ Student and Project Information: Complete the student and project information on page 2.

☐ Faculty Mentor and Student Requirements Form: With your Primary Faculty Mentor:
  1. First review your 1-page statement, the student requirements and expectations on page 3, and the Faculty Handout on page 5, and
  2. Then complete the grading requirements and communication expectations and sign the Faculty Mentor & Student Requirements Form on page 3.

With your Secondary Faculty Mentor:
  1. First review your 1-page statement, the student requirements and expectations on page 3, and the Faculty Handout on page 5, and
  2. Then review the grading requirements and communication expectations and sign the Faculty Mentor & Student Requirements Form on page 3.

☐ OPTIONAL—University Extension Form: With your Faculty Mentor, review and sign the University Extension form on page 4 if you wish to receive summer credit through University Extension.

☐ OPTIONAL—Scholarship Application: If you would like to apply for BDP scholarship funding to support your Connecting Experience, submit a BDP scholarship application (available on the BDP website) along with your proposal.

☐ IF APPLICABLE—Course Syllabus: If you are registering yourself for credit in a departmental (non BDP) course for your Connecting Experience and following the grading requirements for the departmental course, attach the syllabus to your proposal.

☐ IF APPLICABLE—Study Abroad Paperwork: If your Connecting Experience is abroad, you must comply with the regulations outlined by the Study Abroad Office. For more information: (512) 471-1211 or world.utexas.edu/abroad.

AFTER submitting your proposal

☐ Your BDP advisor will contact you by email to let you know whether your proposal has been approved, denied, or is in need of revisions. Please be sure to look out for emails from your advisor on this topic!

☐ If you are requesting to be enrolled in BDP credit, please remember that this will carry three hours of credit. If this will put you over max hours, you will need to contact your major advisor directly to seek permission to go over max hours.
Student Information

Student Name: ___________________________________________________ EID: __________________________

Email: ______________________________________________________________________________________

BDP: ____________________________ Digital Arts & Media

This creative project is in (semester/year): ______________________ Location (city/state/country): ____________

Project Title: _________________________________________________________________________________

Type of credit:

☐ Please register me for BDP 320K/320L

☐ Through UT Austin

☐ Available in summer only: Through University Extension credit—Read and sign page 4 if requesting this credit.

☐ I will register myself for credit in: (specify Department & Course Number)* ________________________________

*Know the expectations for course credit. You are responsible for fulfilling any departmental requirements.

Credit Semester: ☐ Fall ☐ Spring ☑ Summer ☐ Year: ____________________________________________________________________________

Primary Faculty Mentor: ___________________________________________ Department: ______________________

Primary Faculty Mentor must have a current faculty appointment.

Email: ___________________________________________________________________________ EID: __________________________

Secondary Faculty Mentor: ___________________________________________ Department: ______________________

Email: ___________________________________________________________________________ EID: __________________________
Faculty Mentor & Student Requirements

STUDENTS FILL THIS SECTION OUT

**Student Requirements and Expectations**: In order to receive credit toward your BDP certificate for your Connecting Experience, students must complete the following requirements. Check each box, and initial where indicated.

- [ ] Complete two mandatory Connecting Experience Check-Ins and a Connecting Experience Writing Workshop. (Details will be sent via email by the BDP Office.)
- [ ] Complete Reflection Essay and submit to the BDP Office by last class day.

During a BDP Connecting Experience, students must meet the expectations stated below.

- [ ] Agree on a plan for the semester with your Faculty Mentor BEFORE the creative project begins.

- [ ] Keep your Faculty Mentors informed about your work. If you encounter a problem, discuss it with your Faculty Mentors right away. Contact the BDP Office if you have questions about your BDP obligations.

- [ ] Be self-motivated. You are expected to be an active and reliable participant in the creative project experience. You should not need prompting to show up for a meeting or to finish a project.

- [ ] Follow the University of Texas at Austin Honor Code and Standard of Academic Integrity.

  _______ I have read and agree to these requirements and expectations. (STUDENT MUST INITIAL)

Faculty Mentor & Student Requirements

STUDENT AND FACULTY MENTOR FILL THIS SECTION OUT

**Grading Requirements**: All Connecting Experiences may be graded using the plus/minus grading system. The grading requirements and relevant deadlines are decided at the discretion of the Primary Faculty Mentor and student. The following options are only suggestions. For additional information, see the Faculty Handout on page 5.

- [ ] Creative Project _______ %
- [ ] 3–5 page Reflection Essay _______ %
- [ ] Demo at BDP Poster Session in April _______ %
- [ ] Journal/Blog # _______ entries/month _______ %

- [ ] Other (please specify below) _______ %

  __________________________________________
  __________________________________________
  __________________________________________

**Faculty/Student Communication**:

- Frequency of Contact: [ ] Weekly  [ ] Biweekly
- [ ] Other: _________

- Type of Contact: [ ] In-person Meetings  [ ] Email
- [ ] Other: _________

**Student and Faculty Mentor Signatures**: We have read, discussed, and agreed to the terms outlined in the Student Requirements and Expectations, Grading Requirements, and Faculty Mentor Handout.

**PLEASE ALSO SIGN THE UNIVERSITY EXTENSION FORM IF REQUESTING UNIVERSITY EXTENSION CREDIT.**

Primary Faculty Mentor signature: _______________________________ Date: _______________________________

Secondary Faculty Mentor signature: _______________________________ Date: _______________________________

Student signature: _______________________________ Date: _______________________________
You have the option of registering your BDP 320K, 320L, and 325K through University Extension Credit (UEX) to earn credit for a BDP Connecting Experience. If you are earning credit through another department, UEX is not an option for you. UEX is only available for summer Connecting Experiences.

Registering your Connecting Experience through UEX reduces your summer tuition for this 3-hour course to $200. Your faculty mentor must agree to assign this credit through UEX. Please read the following information carefully.

**STUDENT INFORMATION**

**How UEX Credit is similar to regular UT Credit:** You will receive a grade, and the credit will count towards your certificate. The course and grade will appear on your transcript and will count toward your cumulative GPA. UT financial aid is available if you maintain a minimum daytime enrollment. Check with Office of Student Financial Services to see if you qualify: http://finaid.utexas.edu/.

**How UEX Credit is different than regular UT Credit:** The cost of BDP 320K, 320L, or 325K (3-hour course) through UEX is $200. The cost for regular UT registration for the same course in the summer session will be $1,750 or more, depending on your college.

UEX credit does **NOT** count as in-residence credit. If you believe you need your summer Connecting Experience to count as in-residence credit, you should not request UEX credit. Please speak with your academic advisor in your major or contact your undergraduate advising office if you are unsure if you need these hours to count as in-residence hours. Also, see the UEX advising website for more information: utexas.edu/ce/uex/advising/

**Remember:** At least half of the required BDP certificate coursework must be completed in-residence at the University. Please contact your BDP advisor if you have questions about UEX credit.

**Registration:** If your Connecting Experience proposal is approved by the BDP office, we will provide a link where you will register yourself for the course.

**Payment:** You will pay UEX directly through an online link provided by the BDP office. You are responsible for paying your bill by the deadline day.

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**FACULTY INFORMATION**

Thank you for considering allowing your student to earn credit through University Extension this summer. This credit option significantly reduces the cost for the student to be enrolled in a BDP Connecting Experience over the summer, when most students do not have access to financial aid. As a result, for some students this credit option will make it possible for the student to engage in the research/internship experience when it otherwise would not have been financially feasible. If you have any questions, please contact Larissa Noake (512-232-7586, larissa.noake@austin.utexas.edu).

**Faculty Appointment:** All faculty members who are supervising a BDP student’s Connecting Experience through UEX credit will be appointed collectively with a 0% time appointment. Upon request, our office would be happy to provide a letter for your faculty annual report file detailing the work you did over the summer with our students.

**Grade Reporting:** The BDP office will be in touch with you about how to report the grade for this summer course.

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**Student and Faculty Mentor Signatures.** We have read, discussed, and agreed to the terms outlined in the University Extension Credit Handout.

**Faculty Mentor signature:** ______________________________ Date: ________________

**Student signature:** ______________________________ Date: ________________
Thank you for mentoring a BDP student! Our undergraduate students gain an invaluable introduction to the work of their chosen field through creative project. We appreciate the work you do with these students, who may be experiencing the responsibilities of a creative project for the first time. Our office is available to address any questions or concerns you may have throughout the semester. Please do not hesitate to contact us.

BDP Main Line: (512) 232-7564  Larissa Noake, Senior Program Coordinator: larissa.noake@austin.utexas.edu

For additional information and resources, please visit our Faculty Mentor Handbook on the BDP website at: utexas.edu/ugs/bdp/faculty/mentoring

Both Primary and Secondary Mentors. All academic requirements are at the discretion of the Primary Faculty Mentor. The BDPs hope that both the Primary and Secondary mentors will contribute to the student’s experience in the following ways.

- Meet with student periodically throughout the semester or arrange regular email contact.
- Help student integrate the Creative Project with issues, skills, and concepts from coursework.
- Encourage student to make connections among the creative project, the student’s Digital Arts & Media BDP, and methodologies, controversies, and trends related to the student’s discipline.

Primary Faculty Mentor
- The Primary Mentor should be the student’s main point of contact and will assign the grade for the course. You may ask the student to share feedback offered by the Secondary Mentor, and you may choose to consult with the Secondary Mentor if you would like feedback on the student’s performance, to inform the grade.
- (PRIMARY MENTOR ONLY) Assign final grade or credit. This responsibility may vary depending on the course number and departmental requirements.

Secondary Faculty Mentor
- The role of the Secondary Faculty Mentor is to help the student gain feedback from a second disciplinary perspective. The Secondary Mentor does not assign the grade, but you may want to suggest improvements to the student’s plan for the project, or offer feedback that the Primary Mentor could consider when assigning the final grade.

IMPORTANT: Academic requirements are generally at the discretion of the Primary Faculty Mentor, though the BDP office may suggest or request changes if adjustments are needed for us to be able to approve the student’s Connecting Experience. The most common reasons we ask for changes to the academic requirements are that the amount of work required of the student does not appear to be sufficient for three hours of credit, or that the link between the work the student is doing and the student’s specific BDP topic needs to be stronger. With the exception of the Reflection Essay, which is required of all students completing a Connecting Experience, the following assignments are suggestions only, and many other types of assignments are frequently given for Connecting Experiences, in addition to these.

- Journals/Blog Entries. You might ask the student to set up a blog or provide regular email updates, reflecting on meaningful connections, revelations, and overall learning during the project.
- Project Demo. You might ask the student to demonstrate the results of the creative project work at the annual BDP Poster Session in April. For more information about the BDP Poster Session, please contact Larissa Noake at larissa.noake@austin.utexas.edu, or (512) 232-7586.
- Reflection Essay. The BDP office requires every student to write a 3-5 pg. Reflection Essay at the conclusion of the Connecting Experience. The Reflection Essay is due on the last class day of the semester. The student will be responsible for submitting a copy to the BDP office and the Faculty Mentor. The Reflection Essay prompt can be found on our website under “Quick Links and Forms.”