

LBS 790 CREATIVE WORK PROPOSAL AND CONTRACT

This proposal and contract is an agreement between the student and the faculty advisor, confirming that the student will undertake a creative work in conversation with the faculty advisor, and that the student will seek to achieve her/his stated learning outcomes. Students are responsible for collecting all signatures and returning the contract to the Continuing Studies Office at Brookstown.

Student Name _____ Student ID# _____

Phone Number _____ WFU email _____

Semester and year of enrollment in LBS 790 _____

I. Student Responsibilities

- a. Develop a creative work proposal with learning outcomes
- b. Meet regularly with the faculty advisor
- c. Submit a final paper along with the creative work
- d. Meet with the faculty advisor and Program Director to discuss the creative work and accompanying final paper
- e. Make any revisions and submit a final version to the Continuing Studies Office

II. Faculty Advisor Responsibilities

- a. Meet with the student at the beginning of the semester to discuss the creative work project and proposed learning outcomes
- b. Schedule regular meetings with the student to develop ideas, assess the creative process, and discuss student learnings
- c. Write an email to the Program Director confirming that the student has worked responsibly toward fulfilling the learning outcomes stated in the student's proposal and is ready for submission of the creative work and final paper
- d. Meet with the student and Program Director to study the creative work, discuss the paper, and agree on revisions to be made before final submission
- e. Together with the Program Director assign a grade for LBS 790

Student Signature _____ Date _____

Faculty Advisor Name _____ Signature _____

Program Director Approval _____ Date _____