

# FACULTY OF ARTS. HUMANITIES & SOCIAL SCIENCES



## AMERICAN ACADEMY OF INTERNATIONAL EDUCATION

### COURSE DESCRIPTIONS

- **Pages: 1-5: General Arts** (Art, Communication, Economics, Education, Ethics, History, Sociology, Community Service, Counseling, Sexuality, Grief Recovery, Human Relationship, Youth Management)
- **Pages: 6-9: Translator & Interpreter program**
- **Pages: 10: Teacher Training Program**
- **Pages: 11: Volunteer Management Program**

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- All programs are for 45 clock-hours
- For special programs courses can be offered for less hours

## **AAIE - FACULTY OF ARTS, HUMANITIES & SOCIAL SCIENCES**

### **ART-101:.....Art Appreciation & Theory**

*Pre-requisite: None*

Art appreciation is the knowledge and understanding of the universal & timeless qualities that identify all great art, from different eras, movement, styles and techniques. This course includes various theories of art appreciation.

### **ART-201:.....The History of Art**

*Pre-requisite: None*

The fascinating history of Arts will be explored in this course, starting with the Art of Pre-historic man, the Egyptian & Greek Art, followed by the Arts of the Middle East, the Renaissance period & the modern world.

### **CAR-101:.....Introduction to Career Guidance**

*Pre-requisite: None*

This course focuses on learning about various careers, the basic academic requirements, skills & knowledge needed, job opportunities, future growth and income potential. It also provides you with the training and skills to interview, listen, evaluate, examine & determine the potential of a candidate to whom you will offer career guidance.

### **COM-101:.....Fundamentals of Communication Studies**

*Pre-requisite: None*

Effective communication is fundamental for any personal & commercial relationship. The goal of this course is to explore the many ways communication functions, to create, sustain and transform personal life, social relations, political, economic and cultural institutions.

### **COM-105:.....Interpersonal Communication**

*Pre-requisite: None*

This course introduces the theory and practice of communication within an interpersonal context. Topics include self-disclosure and perception, effective listening, aspects of interpersonal relationships, and managing relationship dynamics. Emphasis is placed on helping students interact more effectively in personal, professional and community relationships through frequent, in-class practice, case studies and interaction.

### **COM-201:.....Non-Verbal Communication**

*Pre-requisite: COM-101*

Nonverbal communication is usually understood as the process of communication through sending and receiving wordless (mostly visual) messages, i.e. language is not the only source of communication. The students in this course learn about non-verbal modes of communication, including gestures, touch, body-language, posture, facial expression and eye contacts, etc.

### **COM-210:.....Group Communication**

*Pre-requisite: COM-101*

This course provides an introduction to the concepts of small group communication. Topics include team-building, problem-solving, decision-making, conflict-resolution, leadership styles and roles. Emphasis is placed on strategies for becoming a better communicator in a group context.

### **COM-225:.....Independent Studies in Communication**

*Pre-requisite: COM-101 & COM-210*

Communication is a very broad subject and indeed very important at all levels of personal & professional relationship. In this course, the student may suggest an independent study for a special type or mode of communication. Student pursuing this special course is required to submit a proposal to the school and if approved, must continue the research & development of whatever interests him/her, with guidance from the faculty. The Research Paper must be submitted to the faculty for final grading.

**COM-290:.....Research in Communication**

*Pre-requisite: COM-101 & COM-210*

Research is an integral part of developing new hypotheses and theories in communication. This program provides an opportunity to the student to design & propose a research platform, get it approved by the faculty and work with the assigned faculty member for his/her research. A final Research Paper is required to receive the credit.

**ECO-101:.....Introduction to Economics**

*Pre-requisite: None*

The goal of this introductory course in Economics is to familiarize the student with the basic concept of economics, how it works, demand, supply and price, elasticity, behavior of the consumer & producers, competition, monopoly, cartels, labor, taxation and international trade policies, etc.

**ECO-201:.....Applied Economics**

*Pre-requisite: ECO-101*

This course covers the basics of micro and macro-economics, market failures & government interventions, taxation and public expenditure. Current Affairs, Trends & Forecasts are important segments in this course

**ECO-210:.....World Economics**

*Pre-requisite: ECO-101*

The world economies are changing rapidly. This course delves into the economies of the developed countries, as well as those of the developing countries, including Brazil, China, India, Indonesia, etc. and how these developing economies are re-shaping the world.

**EDU-101:.....Fundamentals of Adult Learning**

*Pre-requisite: None*

This course is designed for students who plan to teach adults. It involves methodologies which are effective, educational, interesting, challenging and interactive. There is a huge difference between teaching children and adults. This course teaches you the human psychology, the desire & needs of adult-learners, the learning-style and how to motivate adult learners.

**EDU-102:.....Education – Theory & Practice**

*Pre-requisite: None*

This course explores various educational theories, teaching methodologies & curriculum designs, implementation of some of those theories, the gaps which may exist in practicing some of the theories.

**ETH-101:.....Professional Ethics**

*Pre-requisite:*

This course delves into and examine the Professional Ethics, the principles and morals in any professional or business environment, including the needs and ethical codes designed by various professions. Ethics have become fundamental for performing and practicing any and all professions and this covers it in-depth.

**ETH-102:.....Ethics Around the World**

*Pre-requisite:ETH-101*

This course explores the concept of ethics in different parts of the world. Based on American Laws & Principles, the students will research and discuss how American ethical standards measure up to the ethics in other nations, including how American ethics law apply to companies doing business around the world.

**GRN-101:.....Fundamentals of Grant Writing**

*Pre-requisite: None*

Millions of dollars are available each year from myriad of organizations, trusts, foundations and governments. While many are earmarked for a specific purpose or cause, one can also apply for some of the grants for special causes or activities. This course offers an in-depth study of Grants, where and how to find them, funding environment, grant-writing challenges, as well as how to write a successful grant application.

**HIS-101:.....American History & Culture**

*Pre-requisite: None*

This course begins with the arrival of Native American thousands of years ago, followed by the arrival of immigrants or pilgrims, to the present day America. It also includes discovery and exploration, the escape from old civilizations and of the creation of new America, the cycles of immigration and how it has, and continue to re-shape the United State of America.

**HIS-201:.....The History of the Modern World**

*Pre-requisite: None*

The fascinating history of the Modern World is the focus of this course, which takes you through the journey of how migration has challenged and changed our world, the current situation and how it may affect nations around the world.

**MAT-101:.....Introduction to Math & Algebra**

*Pre-requisite: None*

This course provides the students with an opportunity to strengthen or enhance their understanding of Math and Algebra, starting with a review of the basics of arithmetic, algebra, geometry and trigonometry.

**SOC-101:.....Introduction to Sociology**

*Pre-requisite: None*

This course covers the basic sociological theories, paradigms and methods of social research. Topics include cultures, socialization, society, groups, inequalities, global society, deviance, social class, stratification, institutions, social change, demography and racial & ethnic group relations.

**SOC-102:.....Social / Community Service**

*Pre-requisite: SOC-101*

This course introduces the concept, theory and practice of social & community services available to the community-at-large, through various government and community organizations. The students will learn the basics of social-work, skills for listening, analyzing, interviewing, evaluating the needs and counseling individuals or groups.

**SOC-103:.....Community Leadership**

*Pre-requisite: SOC-101 & SOC-102*

It provides the opportunity for the students to acquire the skills needed in effective leadership, including political, social, educational, sports, social organizations, etc. to help the communities. The role of community leaders, ethical consideration, as well as significant changes taking place due to increasing crimes, economic turmoil and political unrest.

**SOC-104:.....Community Development**

*Pre-requisite: SOC-103*

This course focuses on the rapidly changing demography and focuses on the needs of such diversified community. It also delves into the skills & resources needed to analyze and evaluate the unique and growing needs of our diversified community, and how to develop a harmonious multilingual, multicultural and multiracial environment.

**SOC-105:.....Introduction to Counseling**

*Pre-requisite: SOC-101, PSY-101*

This course includes the basic concept of counseling, human psychology, theories of counseling as well as counseling to children, youth, adults and senior citizen. Students are expected to have a basic knowledge of our multicultural society and ethno-cultural groups in America.

**SOC-106:.....Human Sexuality**

*Pre-requisite: None*

This introductory course in Human Sexuality covers the fundamental differences between sexes, the LGBTQ community, and the changes taking place in the society. The non-discriminatory laws, interpersonal relationships and advancement of the acceptance of a person's sexual orientation.

**SOC-107:.....Grief Recovery**

*Pre-requisite: None*

This course covers the basics of social & cultural aspects of recovery after a divorce, death or other causes. Recovery from a loss, regardless of who, what, when or where it occurred is a major issue in everybody's life. Although grief recovery is very personal, this course deals with it in a broad way to help each individual in understanding and recovering from a loss.

**SOC-108:.....Death & Dying**

*Pre-requisite: None*

The goal of this course is to explore the phenomena of life & death, where we come from, what is the purpose of life and what happens when we die. The program includes concept on this inevitable happening from the perspective of many cultures & religions around the world.

**SOC-109:.....Human Relationship**

*Pre-requisite: None*

This course delves into the rather complex and often controversial subject of human relationship, from special, cultural, educational, psychological and environmental aspects. It explores & analyses various theories which have been developed over a period of time.

**SOC-201:.....Systems of Society**

*Pre-requisite: None*

This course encompasses the functional systems approach and relates to the methodologies of the various areas of social sciences, including cultural, political, behavior, social & educational systems. It also explores the global societies and how, and if we are becoming a 'Global Village'.

**SOC-202:.....Volunteer Management**

*Pre-requisite: None*

This course offers an in-depth understanding & management of volunteers, including the new trends & laws affecting volunteers, volunteer programs planning & administration, designing and using volunteer programs forms and records, privacy acts, volunteer motivation, selection and maintaining volunteers, etc.

**SOC-203:.....Youth Management**

*Pre-requisite: None*

The goal of this course is to provide the fundamental knowledge of developing psychology, issues, concerns and various methodologies of youth management. The course also covers generational differences between youth of yesterday and today – the Z-generation, including the ever-changing values, ideas and concerns.

## TRANSLATOR & INTERPRETER PROGRAM

### **TIP-101:.....Introduction to Translation & Interpretation Profession**

*Pre-requisite: None*

The Translation & Interpretation business has exploded with the globalization of world trade and large influx of refugees and immigrants from all over the world. There are much greater opportunities for those who speak a foreign language. The students in this course will learn the fundamentals of this profession, do's and don'ts of translating and interpreting, simple errors which could have devastating consequences. The course also covers laws affecting translators & interpreters, as well as financial opportunities available

### **TIP-102:.....The 4 R's of Translation & Interpretation**

*Pre-requisite: None*

This course introduces you to the concept of 4 R's in this profession. The **R**oles, **R**esponsibilities, **R**equirements and **R**esearch, which are quintessential to the profession.

### **TIP-105:.....The Fundamentals of Translation**

*Pre-requisite: None*

This basic course in Translation Service offers students an overview of translation theory while providing practice with a variety of non-technical texts. Emphasis is given to rendering translations into the two languages as well as on developing the student's bilingual potential through the acquisition of vocabulary & grammar by comparing the lexicon and syntax of both languages.

### **TIP-106:.....Legal Translation & Interpretation**

*Pre-requisite: TIP-101*

This course further develops translation & interpretation strategies while familiarizing the student with the characteristics of legal English and the target language. This includes knowledge of specialized legal terminology and related linguistic structures so students can engage in the translation & interpretation of legal texts, documents and proceedings. Terminology research and glossary development through the use of legal bilingual dictionaries and other pertinent sources will also be covered in this course.

### **TIP-107:.....Medical Translation & Interpretation**

*Pre-requisite: TIP-101*

Medical Translation & Interpretation is very lucrative, but it does require special skills & knowledge of medical terminology, health-conditions & diseases, medical procedures, diagnostic tests & laboratory tests, etc. This course teaches you all aspects of medical know-how, enabling you to understand medical information and offer an appropriate translation & interpretation in all medical settings.

### **TIP-110:.....Consecutive Interpretation**

*Pre-requisite: TIP-101 & TIP-102*

This course builds on the foundation established in the basic courses 101 & 102, and acquaints the student with the practice and application of consecutive interpretation. Development of active listening, concentration and retention skills as well as the ability to perceive essential meaning for subsequent recall is emphasized. This course also explores basic note taking techniques and provides practice in monolateral & bilateral consecutive interpretation.

### **TIP-112:.....Simultaneous Interpretation**

*Pre-requisite: TIP-101, TIP-102 & TIP-110*

Students in this course build-on the knowledge acquired in above courses. This course trains you to simultaneous interpretation by providing preparatory exercises, such as shadowing, lagging, paraphrasing, etc. Through a variety of recorded materials, students practice this art, acquiring the skills for smooth delivery techniques while forming good professional habits.

**TIP-114:.....Interpretation for a Deaf Person**

*Pre-requisite: TIP-101*

Interpreting for a person who is hearing-impaired is challenging, complicated and often difficult. This course will delve into the concepts and theories of how one can cope with this challenge and provide this service.

**TIP-115:.....Interpretation for Elderly**

*Pre-requisite: TIP-101*

With declining memory, incoherent speech, deficit in Cognition, Dyslexia, Aphasia, Dysarthria, Dysphonia, or other deficits due to old age and possible multiple health conditions, interpreting for the client poses unique problems, understanding and difficulties, many of which will be covered in this course.

**TIP-116:.....Telephone Interpretation**

*Pre-requisite: TIP-101*

Students will learn how to handle interpretation over the phone. Interpretation of this kind are rather common now a days, and may involve 2-way calling, a 3-way-call, conference call, etc.

**TIP-117:.....Specific Interpretation Settings**

*Pre-requisite: TIP-101*

This course will define and identify various practice settings under which an interpreter may be required to offer his/her services, including the courts, police-station, immigration office, law office, school, hospital, doctor's office, etc. and how the interpreter must adjust and work efficiently within each setting.

**TIP-118:.....Computer Assisted Translation / Interpretation**

*Pre-requisite: TIP-101 & TIP-102*

This course explores the growing field of computer assisted translation and examines the types of translation software currently used in the translation & interpretation profession, as well as the commercial use and business application of these devices. Description and application of tools such as translation memory, electronic dictionaries, desk-top publishing systems, and website translation technologies are also covered.

**TIP-119:.....Financial & Business Translation & Interpretation**

*Pre-requisite: TIP-101 & 102*

The goal of this course is to familiarize the student with the characteristics of financial & business rules, regulations & disclosures. Included is the learning of special terminology and related linguistic structures, so student can engage in the correct & appropriate translation of information containing financial/business or economic discourse. Student also engage in terminology research and glossary development through the use of specialized bilingual financial & business dictionaries and other pertinent sources.

**TIP-120:.....Court Interpreting Skills**

*Pre-requisite: TIP-101 & 102*

This course delves into interpretation techniques needed to function in a judicial or judicial-related setting. Interpreting modes such as sight-translation, as well as consecutive and simultaneous interpretation are revisited. Attention is given to language register, regionalism, interpreter ethics and specialized court terminology and procedures.

**TIP-125 (MED-102):.....Medical T & I – Medical Terminology**

*Pre-requisite: TIP-115*

The focus in this course is on Medical Terminology, proper use & pronunciation of medical language. The student will learn about the words, phrases, prefixes, suffixes, abbreviations, combining forms and language.

**TIP-127 (MED-103):.....Medical T & I – Human Growth & Development**

*Pre-requisite: TIP-101*

This course involves the study of development of the individual starting from the conception, the embryonic stage, including theories of physical, psychological, cognitive, social & cultural development throughout the lifespan.

**TIP-128( MED-105/205):.....Human Anatomy & Physiology**

*Pre-requisite: TIP-101*

In Medicine, this is a 90-hour (6 credit) course but it is offered for 45-hours (3 credits) for Translators & Interpreter professionals in a condensed form. This course is designed to provide basic knowledge of human anatomy & physiology, including the cell, human structure and all 11 body system.

**TIP-129 (MED-109):.....Medical T&I – Health Conditions & Diseases**

*Pre-requisite: TIP-101*

This course includes a series of more than 100 health conditions & diseases, covering the symptoms, prevention, diagnosis, prognosis and different modalities of treatment, including self-care, modern (Allopathic) medicine, natural medicine, homeopathy and herbal medicine.

**TIP-130:.....Medical T&I – Psychology & Mental Health**

*Pre-requisite: TIP-101*

This course delves into human psychology and mental health. The student will learn about normal & abnormal psychology, and diagnostic terminology, terms & treatment modalities/procedures used in mental health.

**TIP-131:.....Medical T&I – Emergency Room**

*Pre-requisite: TIP-101*

Interpretation in an emergency room requires special skills and this program will train the student to face the challenges in medical emergencies, including some procedures as well as medical terminology used therein.

**TIP-132:.....Medical T&I – Obstetrics & Gynecology**

*Pre-requisite: TIP-101*

The goal of this program to provide basic medical terminology and procedures commonly used in the practice of OB/GYN, including emergencies, diagnosis, pre & post-natal care in different settings i.e. at-home, at a doctor’s office and at a hospital.

**TIP-133:.....Medical T&I – Pediatrics / Neonatal Care**

*Pre-requisite: TIP-101*

Students will learn the basics of pediatrics & neo-natal care, normal & abnormal growth patterns. The special terminology used and more....

**TIP-134:.....Medical T&I – Cardiovascular Diseases**

*Pre-requisite: TIP-101*

Cardiovascular problems are rather complicated and the goal of this course is to provide information about cardiac care, diagnostic procedures, cardiovascular diseases, cardiovascular medical terminology and all about heart – how it works, including what causes hypo or hypertension.

**TIP-135:.....Medical T&I - Surgery**

*Pre-requisite: TIP-101 & TIP-102*

This course explores the growing fields of surgery & plastic-surgery. It involves unique diagnostic & surgical procedures, medical terminology, and you will learn about the diseases & surgical procedures, including that in the Surgeon’s office as well as in the hospital setting.



**TIP-150:.....The State Court System**

*Pre-requisite: TIP-101*

The court system works very differently at the state level, and this course will identify different types of courts, laws, procedures and jurisdictions with the state.

**TIP-160:.....The Federal Court System**

*Pre-requisite: TIP-101*

The goal of this program is to identify and define the Federal Court System and how it affects the services of an interpreter, including added laws, requirements and regulations.

**TIP-200:.....Preparation for Federal Qualifying Exam**

*Pre-requisite: TIP-101*

Interpreters wanting to practice in Federal Court are required to take the Federal Qualifying Exam in both consecutive and simultaneous interpretation, as well as in translation services. This course provides the training to pass this rather difficult exam.

**TIP-250:.....Independent Study in Translation & Interpretation**

*Pre-requisite: TIP-101*

Students need to suggest a topic or program of their personal interest to conduct an independent study within the field of Translation and Interpretation, seek approval and guidance from the school, before embarking on this program for credit.

**TIP-290:.....Research in Translation & Interpretation**

*Pre-requisite: TIP-101*

Research is considered to be the at the top of professional development journey in Translation & Interpretation profession. This course begins by some basic research, building of background information & concepts, theories and principles. The observation, examination and collection of data is then used to develop new theories, systems, procedures and programs to help improve delivery of translation & interpretation services. The course includes the analytical and critical thinking, scientific methods, ethical concerns and search techniques necessary for the research process.

## TEACHER TRAINING PROGRAM

**TTR-101:.....Introduction to Teaching**

This course includes the fundamentals of teacher training, knowledge of human development & learning, multiple approaches to learning, instructional strategies, and professional commitment and responsibilities.

**TTR-102:.....Pedagogy in Teaching**

*Pre-requisite: None*

The teacher's pedagogy and curriculum influences and affects a child's education and achievement. This program explores the theory, research and practice relatino to the traditional and non-traditional pedagogies and their relationship to educational outcome.

**TTR-103:.....Student Centered Instruction**

*Pre-requisite: None*

This course covers the basics of teaching methodologies which are student centered, providing special attention, motivational theories and relating to children with special needs, behavioral problems, disabilities, etc.

**TTR-104:.....Teaching & Managing a Diverse Class**

*Pre-requisite: TTR-101*

The 21<sup>st</sup> Century America has become very multicultural, multilingual and multi-racial. The goal of this course is to examine the factors influencing our diversity and finding ways & means to teach such a diverse class and manage the ethno-cultural student body effectively.

**TTM-105:.....Methods of Teaching Math**

*Pre-requisite: TTR-101*

This course covers the teacher's understanding of the mathematical concepts, procedures and process that the student need to learn.

**TTS-106:.....Methods of Teaching Science**

*Pre-requisite: TTR-101*

The goal of this course is to emphasize and reflect the essential triad of knowledge, skills and the ability to relate science to everyday life, including how science has influenced advancement in technology, society and the environment.

**TTR-201:.....Teacher Effectiveness Training**

*Pre-requisite: TTR-101*

Based on the concept of TET (Teacher Effectiveness Training) of Dr. Thomas Gordon, this program explores the various modules developed by Dr. Gordon, to enhance the teaching & learning process.

**TTR-225:.....Independent Studies in Teaching**

*Pre-requisite: TTR-101*

Under the guidance of a faculty member, the student conducts an independent study on a subject or theory within the field of education and teaching. Approval of the school is required.

**TTR-250:.....Research in Teaching**

*Pre-requisite: TTR-101*

Research is fundamental to advancement in teaching, especially because of our diversity and because new generation has a completely different outlook on life, values and learning. Under the guidance of a faculty member, the student can suggest a topic or subject on which he/she wants to do research. Initially a written proposal and an outline is required but a final report must be submitted for approval of a credit.

**TTR-260:.....Preparing for Teacher Certification**

This course is designed for Certification as an Teaching Assistant or a Substitute Teacher, and include such topics as why do I want to teach? What challenges will I confront? What is it like to be a teacher? What knowledge do I need? What are five views of the teacher knowledge base? Ethical & Legal issues in teaching, etc.

## VOLUNTEER MANAGEMENT PROGRAM

**VOL-101:.....Introduction to Volunteer Management**

*Pre-requisite: None*

This introductory course is designed for the student who has had some experience as a volunteer but now wants to develop new skills to manage volunteers. The course delves into the roles, responsibilities of the volunteer manager. It also includes the basics of planning, recruiting, selecting and retaining volunteers, and the support system volunteer managers need from the whole organization to motivate the volunteers.

**VOL-202:.....Volunteer Management**

*Pre-requisite: VOL-101*

Managing the unpaid volunteers has become a profession which requires special knowledge, patience, understanding and training in sociology, psychology and human relations. This course builds on the introductory course, and also includes the challenges to keep the harmony between the paid employees and the volunteers.

**VOL-203:.....Developing & Managing Volunteer Programs**

*Pre-requisite: VOL-202*

This course explores the ‘Management Program Cycle’ which provides a frame work to organize your thoughts, research, streamline, structure and coordinate various services for which you need volunteers. It is often easy to find volunteers but keeping them satisfied & happy with their volunteer work is challenging. This course goes into this subject thoroughly and helps you plan your efforts & resources effectively.

**VOL-204:.....Volunteer Management & Retention**

*Pre-requisite: VOL-101, PSY-101*

This course offers an in-depth understanding & management of volunteers, including laws & trends affecting volunteers. Volunteer program planning & administration, designing and using volunteer programs forms and maintaining proper records, following the discriminatory & privacy laws of the organization and the governments, while creating exciting incentives to retain your volunteers for a long period of time.

**VOL-205:.....Training Volunteer Board & Leaders**

*Pre-requisite: VOL-101, PSY-101, VOL-203*

The goal of this course is to learn how to seek out and strive to develop voluntary leaders to serve on the Board and various Committees of a non-profit organization, because these leaders are instrumental for the sustainability of the organization, often are the best people for donations and to solicit donations from others. This course also involves the legal & social responsibilities of Board Members and the protection available for any misdeeds.

**VOL-210:.....Management of Multicultural Volunteers**

*Pre-requisite: VOL-101, CUL-101*

Managing the diverse, multicultural, multilingual & multi-racial unpaid volunteers requires special skills, training and understanding. This course requires the students to have that special knowledge, patience, understanding and training in sociology, psychology and human relations. The course covers the diversity in various cultures, religions, socio-economic differences and more.

**VOL-225:.....Independent Studies in Volunteer Management**

*Pre-requisite: VOL-101*

Under the guidance of a faculty member, the student conducts an independent study on a subject or theory within the field of volunteerism, volunteer management, etc. Approval of the school is required.

**VOL-290:.....Research in Volunteer Management**

*Pre-requisite: VOL-101*

Research is fundamental to advancement in volunteer management, especially because of the changes in our society, because of heavy demand for volunteers and a short-supply of good, conscientious & responsible volunteers. Under the guidance of a faculty member, the student can suggest a topic or subject on which he/she wants to do research. Initially a written proposal and an outline is required but a final report must be submitted for approval of a credit.