

COURSE INFORMATION:

(All sections must be completed prior to registering for the course. Attach separate sheet with responses if necessary. Signatures required on this form.)

1. Describe the topic of study for the Directed Studies course.

2. Per Board Policy 2-3-501:
 - a. Describe the “course objectives/outcomes”

 - b. Describe “the general strategy, topics, subject matter, materials, and tasks employed to meet the course objectives/outcomes”

 - c. Describe “evaluation criteria and weight to be applied to each assignment/activity in determining the final grade”

 - d. Provide “a list of tentative deadlines for accomplishment of assignments”

3. Describe the frequency and form of faculty/student contact over the duration of the directed study. (Contact hours with faculty must be, at minimum, 9.375 hours for one credit; 18.75 hours for two credits; 28.125 hours for three credits.)

4. Explain how the scope of work and contact hours conform to the assignment of credits for this Directed Studies course.

SIGNATURES:

Supervising Instructor:	Date:
Student:	Date:
Department Chair/School Director Signature ¹ :	Date:

Extended Campus Use Only (To be completed by Extended Campus personnel)

Degree Program:	Tuition Rate:
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Office Use Only:	CRN:	POT:	Date:	Initials:
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¹ Signature of Chair or Director indicates consideration for faculty workload and the need to maintain forms within the unit in the event of a student appeal.