



Directed Study Proposal Form

Instructions:

1. The Directed Study course must be initiated by a student and submitted to a proposed faculty mentor.
2. Student and faculty who desire to implement such a course must submit this form to the department chair and director for approval a minimum of two weeks prior to the beginning of the term in which the Directed Study is to be undertaken.
3. The course must meet program outcomes and learning objectives that are consistent with the program to which the course will be credited. In addition, the proposed course must be equivalent in academic rigor to similar courses in the curriculum. Specifically, it is expected that the activities of the course, both inside and outside the formal contact with the instructor, will total approximately 36 hours for each hour of credit assigned.
4. A student is permitted only one course of Directed Study per term.
5. Provision is made for the student to confer with the faculty member at least once a week for one hour during the term of the course.
6. Full-time faculty are permitted to guide Directed Study but adjunct faculty must receive permission from the director to guide such a course.

Student Name: _____ **Mail Code:** _____

Term, Year: _____ **Course number:** _____
(include program prefix)

Briefly describe coursework:

Program Outcomes: Please list the program outcomes that will be met in your Directed Study course. Program outcomes must be selected from the list of program outcomes described in the current course catalog.

1. | _____
2. | _____
3. | _____
4. | _____
5. | _____

Course Competencies: Please list the specific course competencies that will be met in your Directed Study course. Course competencies must be selected from the list of course competencies described in the current course catalog and must be found under the program outcomes listed above.

1. | _____
2. | _____
3. | _____
4. | _____
5. | _____

Learning Objectives: What do you intend to learn through this experience? Please provide learning objectives that you've discussed with your faculty mentor. Learning objectives should relate directly to the achievement of course competencies listed above. Learning objectives should be **specific, measurable, and concrete**:

1. | _____
2. | _____
3. | _____
4. | _____
5. | _____

Assessments: Please list the assignments to be completed in the Directed Study course and the learning objectives assessed by each.

Assignment	Learning Objective Met (as numbered above)
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	

Student Signature: _____ **Date:** _____

Supervising Faculty Mentor: *Please acknowledge your consent to work with the above-mentioned student on the proposed Directed Study project once the department chair and director approves it. You will be required to provide a grade for this Directed Study project no later than the Wednesday following the end of the term in which the course is taken. You should submit that grade directly to the Final Grade section for this course in SONIS.*

Credits Assigned to this Directed Study: _____ (Cannot exceed 4)

Faculty Name: _____

Faculty Signature: _____ **Date:** _____

Department Chair and/or Director: *The above-proposed Directed Study project meets the criteria and is approved.*

Chair Signature: _____ **Date:** _____

Director Signature: _____ **Date:** _____

Registrar: *This Directed Study has been entered into SONIS as a course.*

Signature: _____ **Date:** _____

Note: A copy of the signed form should be sent to the Administrative Dean in order to provide for updating faculty worksheets.