AGREEMENT FOR INDEPENDENT STUDY COURSE

INSTRUCTIONS: To enroll in independent study or research course, bring the completed form to the office of the department offering the course. All information must be included and the agreement must be signed by both the instructor and the student. The department will then provide enrollment instructions.

Student ___________________________ Student I.D. #________________________
(Print, last name first)

Address ________________________________________________________________
(Street Number and Name) (Unit No.) (City) (Zip)

Phone Nos. _____________________________________________________________
Email Addresses _______________________________________________________

Course & Ticket Nos. __________________________ # of Units ______ Semester ______ Year ______

Instructor ____________________________
(Print)

Each student enrolled in a supervised independent study, research, or reading course must have an agreement on file in the department office where the course (excluding Thesis courses) is offered. The agreement is to be made between the student and the instructor at the beginning of the course and must include the following: a description of the work to be accomplished, specific information on the tasks required, the nature of the final report and the basis for determining the final grade.

Description of intended work and outcome: All parts MUST be completed. Use back of page for additional information, if needed.

Tasks to be undertaken.

Schedule of meetings with instructor.

Nature of the final report or project to be submitted.

Deadline for submission of report or project.

Basis for determining grade assigned.

__________________________________________ (Signature of Faculty Member) (Date)
__________________________________________ (Signature of Student) (Date)

__________________________________________ (Signature of Department Chair) (Date)

To be completed by the department: Section number __________ Course code __________

To be completed by the instructor at the end of the semester:

Grade Assigned __________ Date __________ Instructor’s Signature ____________________________

Distribution: Faculty supervisor, Department, Student

5/08