

## **Directed Studies**

Directed studies are limited and arranged at the convenience and interest of Communication Studies faculty. Graduate students interested in directed study must identify a faculty member, discuss requirements, and complete a proposal for the directed study.

A copy of the form called “Proposal for Directed Study”, which includes detailed instructions, follows this page. Forms are available in the department office (BC 262). Students must complete this form and have it approved by the following people in this order: the faculty member overseeing the directed study, the Graduate Program Chair, the Communication Studies Department Chair, the College of Arts and Sciences Dean and the Graduate School Dean.

After directed studies are approved, students must complete a Directed Study/Variable Credit Approval available from the Graduate Program Director or the department office (BC 262), in addition to a regular registration form for the registrar’s office.



## Proposal for Directed Study

Student's name \_\_\_\_\_ ID# \_\_\_\_\_ Phone# \_\_\_\_\_  
LAST FIRST M.I.

Undergraduate major or graduate program \_\_\_\_\_

Prior directed study courses and credits \_\_\_\_\_

Title of proposed course \_\_\_\_\_ Instructor \_\_\_\_\_

Course number \_\_\_\_\_ (290/490/590) Semester/year \_\_\_\_\_ Credit hrs. \_\_\_\_\_  
DEPT.

Total credits for the semester if this proposal is approved \_\_\_\_\_

Undergraduates only: This course will be used to fulfill a requirement for your major  for your minor

### Instructions for preparing a proposal

If this proposal is approved, then the information on this form and on the attached sheets serves also as the syllabus for the course. Thus, a detailed syllabus must be written according to the following guidelines:

- A. It is to be prepared carefully by the student and the instructor working together.
- B. The information supplied should be as thorough and in the same detail as the syllabus for a regular course.
- C. Brevity is not expected, so the information requested below should be supplied on additional sheets and in the order requested. The response MUST be typed or word-processed. (A copy will also be on file in the Registrar's office.)
- D. It is to be presented with all required approvals at the time of registration for the course itself. Thus, the proposal must be prepared in time for all approvals to be completed before the end of the registration period.
- E. After all approvals have been obtained the instructor must arrange for a copy of all materials to be provided to his or her dean.

- 1. What courses or experiences have been completed which prepare and qualify the student for independent study of this type?
- 2. (i) Explain carefully the objectives and goals for this study.  
(ii) Why is it necessary to have a directed study to cover the desired subject material?  
(iii) When was this study first conceived as a part of the student's academic program?
- 3. Describe carefully the methodology for this proposed study and show how it represents an essential difference of approach in comparison to a regular course.
- 4. (i) Provide an accurate bibliographical listing of materials which will be used in this study. (Note, the bibliographical listing must include authors, titles, publishers, dates, editions and any other relevant information.)  
(ii) Identify any special resources or materials which will be required and describe the arrangements which have been made for using or obtaining them.
- 5. (i) Describe the student's weekly time commitment to this work.  
(ii) Describe the nature of the interactions with the instructor; how often and how long will they be in contact each week?  
(iii) What is the general time-line for completing major portions or sections of the proposed work? How will the adherence to the schedule be assured?
- 6. (i) What will be the principal result (document, article, performance, etc) of this study, and when will it be completed?  
(ii) Will other students and faculty members have access to this result? Explain.
- 7. (i) What is the basis for the instructor's assigning of a grade?  
(ii) How will the result, described above, be evaluated?  
(iii) Will other factors be included in the evaluation?

If approved, I agree to complete this work according to the description given in the attached syllabus.

Student \_\_\_\_\_ Date \_\_\_\_\_  
SIGNATURE

(over)

**APPROVALS**

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**I. Required for all proposals**

Approved  Not approved

Instructor \_\_\_\_\_ Date \_\_\_\_\_  
SIGNATURE

Approved  Not approved

Undergraduate Advisor or Graduate Program Director \_\_\_\_\_ Date \_\_\_\_\_  
SIGNATURE

Approved  Not approved

Dean of Instructor \_\_\_\_\_ Date \_\_\_\_\_  
SIGNATURE

.....  
**II. Required for courses offered in the College of Arts and Sciences**

Approved  Not approved

Dept. Chair \_\_\_\_\_ Date \_\_\_\_\_  
SIGNATURE

.....  
**III. Required for undergraduates using this to fulfill a minor requirement**

Approved  Not approved

Advisor of Minor Program \_\_\_\_\_ Date \_\_\_\_\_  
SIGNATURE

.....  
**IV. Required if response to question 4(ii) is affirmative**

Approved  Not approved

Director of Library or IMC \_\_\_\_\_ Date \_\_\_\_\_  
SIGNATURE

.....  
**V. Required for graduate students**

Approved  Not approved

Graduate Dean \_\_\_\_\_ Date \_\_\_\_\_  
SIGNATURE