DIRECTED STUDY / DEPARTMENTAL HONORS FORM

A directed study enables a student to do in-depth research on a topic or to carry out a creative project at a level beyond that offered in course work.

**You must have junior standing to participate in independent work.

This form must be completed and returned to the Office of the Registrar with **ALL** required signatures before the end of the registration period for the semester in which you expect to receive credit.

DIRECTED STUDY / DEPARTMENTAL HON	ORS (CIRCLE ONE): 412 (1.00 UNIT) 411 (.50 UNIT)	
NAME:		
STUDENT NUMBER:	DATE:	
PHONE #:	KC#:	
SEMESTER / YEAR:	CLASS (CIRCLE ONE): JUNIOR SENIOR	
DEPARTMENT:		
TITLE: ABREVIATED TITLE AS IT WILL APPEAR ON YOUR TRANSCRIPT – MAX 22 CHARACTERS INCLUDING SPACES		
ONE LETTER/SPACE PER SQUARE – NO EXCEPTIONS		

- You must fill out this form completely, describing in detail the nature of your study or project.
- You must receive an endorsement from the proposed faculty supervisor and your proposal must be reviewed by the department chair.
- Upon completion, the detailed directed study proposal must be filed with the Registrar's Office for credit to be received.

Please submit the requested information on additional pages.

Project Goals/Outcomes/Timeline: Describe, in detail, your measurable goals and outcomes for your project. Please include a timeline for completion of the project.

Research/Creative Process Method: Describe, in detail, the methods that you will use to achieve the above goals and outcomes.

Evaluation Criteria: In conjunction with your faculty supervisor, provide the criteria for the evaluation of your project.

Frequency of Meetings: Number and length of schedule meeting with faculty supervisor. At least weekly for a semester for a 1.0 unit directed study.

APPROVAL GIVEN FOR THIS DIRECTED STUDY TO BE TAKEN FOR A NUMERICAL GRADE.	
Signature of Department Chair	
Signature of Student	
Signature of Faculty Supervisor	
Faculty (Print Name)	
Signature of Department Chair	
Department Chair (Print Name)	