

Student-Initiated Course Registration Form

To add or drop a directed study, tutorial, independent study, or academic internship, you must complete and submit this form to the Registrar's Office no later than the end of the class change period for the term. *See back of form for course types and levels.*

COURSE TYPE: Directed Study (_91) Tutorial (_90) Independent Study (_99) Academic Internship (_95)

ACTION (*check one*): Add to schedule Drop from schedule Change units

Student ID _____ Student Name (print clearly) _____ Student Signature _____ Date _____

Term & Year	Subject	Course #	Units	Instructor (Please Print)

Transcript Title (*all capital letters*)

No more than 27 characters (including spaces) will fit on transcript. Use key words with clear abbreviations. A prefix will be added depending on the course type: DS-directed study, TU-tutorial, IS-independent study, IN-academic internship.

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Full Title (*print clearly*): _____

GRADING OPTION: Standard A-F S/U only (*recommended for internships*)

Instructor's Signature (*required to add class or change units*) _____ Date _____

Determining Units and Expectations for Student-Initiated Courses

The tables below provide guidance to help the student and instructor set appropriate units and expectations for a student-initiated course. The numbers should be treated as approximate. The frequency and duration of meetings, nature of required work, and criteria for grading are at the discretion of the instructor and may vary by course type, subject, and level.

Directed Study, Tutorial, or Independent Study

Units	Student Time per Week	Meetings with Instructor*	Total Written Work*
1	1-2 hours	Several times per term	3-5 pages
2	2-4 hours	Several times per term	5-7 pages
3	4-6 hours	Biweekly	7-10 pages
4	6-8 hours	Biweekly	10-12 pages
5	8-10 hours	Weekly	12-15 pages
6	10-12 hours	Weekly	15-20 pages (higher for capstone)

*Expectations vary by course type, subject, and level, and are highest for capstone courses (6XX); presentations, projects, or other creative work may take the place of written work.

Academic Internship

Units	Internship Hours	Academic Readings*	Internship-Based Paper*
1	25 or more	~ 50 pages	~ 3 pages
2	50 or more	~ 100 pages	~ 4 pages
3	75 or more	~ 150 pages	~ 5 pages
4	100	~ 200 pages	~ 6 pages
5	125	~ 250 pages	~ 8 pages
6	150	~ 300 pages	~ 10 pages

*Numbers are approximate and may vary by subject and level.

STUDENT-INITIATED COURSE TYPES AND LEVELS

Directed study (191-introductory, 391-foundation/gateway, 591-advanced, 691-capstone)

Directed study follows a syllabus set by the instructor and may be used to deliver content from an existing course (whether because there are too few students enrolled or because the course is not currently being offered), to develop a possible new course offering, or to direct a student in a defined course of study. The main goal is knowledge or skill acquisition, not research or creative work. Students may meet frequently with the instructor or work more independently, completing assignments according to a schedule agreed upon in advance. Typically, several assignments and/or exams are used to evaluate student learning.

Tutorial (390-foundation/gateway, 590-advanced, 690-capstone)

A tutorial is a primarily student-driven course of study undertaken by an individual student or small group in collaboration with one or more faculty members. The primary goal of a tutorial is expansion, refinement, and synthesis of knowledge and abilities through in-depth exploration of a specific topic. Tutorials supplement regular course offerings, especially in the junior and senior years, by extending the curriculum in depth or breadth according to the intersecting interests of students and faculty members. Pedagogical approaches vary, but tutorials typically feature significant reading plus integrative writing, speaking or performance assignments, problem solving, and discussion. Regular conferences focus on presentation and critique of student work. A tutorial may be undertaken to satisfy personal academic interest, to prepare for advanced or graduate study, or to lay the groundwork for an independent study, *Senior Experience*, or honors project.

Independent study (399-foundation/gateway, 599-advanced, 699-capstone)

Independent study carries the student beyond the established curriculum into largely student-directed work that in most disciplines is expected to result in the generation of new scholarship or the creation of a new work or performance. Scholarship may take the form of generating new information through research or a new conceptual formulation based on existing knowledge. Creative activity may result in a new composition or other work of art or a new performance of an existing work. The nature of the faculty-student interaction, methodology, and final work or performance may vary according to the goal of the project and the needs and preparation of the student. Through independent study, the student refines and applies abilities acquired in previous coursework while producing new work typical of the discipline. Students who continue an independent study into the next term may be assigned a temporary grade of In Progress (IP), which will be replaced by the final grade assigned at the end of the independent study period.

Academic internship (395-foundation/gateway, 595-advanced, 695-capstone)

Academic internships provide students an opportunity to apply what they have learned in the classroom and to bring back to the classroom an enriched perspective on their learning. Students in academic internships engage in unpaid or paid work or service experiences with intentional learning objectives that relate to their academic interests and promote reflection throughout the experience. The academic component includes readings related to the substance of the internship, discussions with the faculty supervisor, and a written report appropriate to the discipline. For departments that do not offer an academic internship (course number 395, 595, or 695), a student may apply for an academic internship to the Instruction Committee by reading period of the term before the start of the internship. Students may take a maximum of 12 units of academic internship in fulfillment of their degree requirements, and it is recommended that internships not integral to the major be graded S/U only.

See "Student-Initiated Courses and Programs" in the Course Catalog for more information.