

Specialized Courses Contract

Internship, Projects, Research, Independent Study or Advanced Studios

Note: A registration form needs to be submitted with this contract

GENERAL INFORMATION

Form fields for semester (Fall, Spring, Summer), Year, and Date.

Name and Student ID fields.

Current phone number | Other phone number and Email address fields.

COURSE INFORMATION (The following information should be completed with the assistance of the instructor of the course)

I am requesting to add the following option:

- Form fields for selecting course options: Internship (98), Project (99), Thesis (99), Research Project (90), Independent Study (92), and Advanced Studio(90).

Select the course level:

- Form fields for selecting course level: 100 level, 200 level, 300 level, 400 level.

Table header for course details: CRN*, Course Subject, Course Number, Section Number*, Course title, Credits**

ADD CLASSES

Table with 6 columns for course details.

* CRN and Section Number will most likely be assigned by the Registrar's Office during registration

**One credit= 40+ hours of full time study (class time, reading, research, job/work training, work experience, or other relevant materials.)

This course will start and begin on:

Start Date ___/___/___ to End Date ___/___/___ (course must start and end within the semester)

Are there additional lab or other course fees for this course? [] No [] Yes- fee amount \$_____

Turn page over to complete course outcome, assignment, and evaluation information. If additional space is required attach the additional information to this document.

SIGNATURES

Student: _____ Date: _____

Contract Supervisor/Instructor: _____ Date: _____

Department Chair: _____ Date: _____

Director of Student Success _____ Date: _____

Financial Aid Office (if enrolling after semester begins) _____ Date: _____

COURSE DETAILS INFORMATION

Registrar Office Use Only: Date registered: _____ Credits registered: _____ Posted by: _____

Provide class assignment information in the following areas. Be as specific as possible.

INTERNSHIP- What business will you be completing your internship with _____

Course Outcomes and Objectives

Required Student Assignments and Activities (be specific/provide detail)

Evaluation Methods