



# Special Study Courses Approval Form (491/579/598)

College of Education and Technology

Mark one item and fill in appropriate information:

- 491 Undergraduate directed study for \_\_\_\_ credit hours
- 579 Graduate individual research for \_\_\_\_ credit hours
- 598 Internship for \_\_\_\_ credit hours

Subject Area: \_\_\_\_\_

Semester:  Summer  Fall  Spring

Application date: \_\_\_\_\_

Major: \_\_\_\_\_ /GPA \_\_\_\_\_

Minor: \_\_\_\_\_ /GPA \_\_\_\_\_

## General Information

Student's name: \_\_\_\_\_ ID number: \_\_\_\_\_

Mailing address: \_\_\_\_\_ Phone: \_\_\_\_\_

Professor's name: \_\_\_\_\_ ID number: \_\_\_\_\_

## Course Information

Title of study: \_\_\_\_\_

Description of study: \_\_\_\_\_

---



---



---



---

1) Readings (books, pages, type, how defined): \_\_\_\_\_

---

2) Writings (papers, periodic and/or term; reports' periodic and/or term; dates of submissions for all; grading criteria, substance, form, both, other): \_\_\_\_\_

---

---

3) Examinations (type, length, description of expectations): \_\_\_\_\_

---

---

4) Deadline date for all materials, conferences, examinations, etc. to be completed:

Month: \_\_\_\_\_ Day: \_\_\_\_\_ Year: \_\_\_\_\_

5) Other information not included above: \_\_\_\_\_

---

---

## Approval Signatures

Instructor \_\_\_\_\_ Date \_\_\_\_\_ Advisor \_\_\_\_\_ Date \_\_\_\_\_

Chair \_\_\_\_\_ Date \_\_\_\_\_ Dean \_\_\_\_\_ Date \_\_\_\_\_

After all signatures are attained, this form must be copied to each of the following: Student, Records Clerk, CET Dean's office.

Enrollment in individual research courses will be restricted to students who have demonstrated the ability to conduct research with a minimum of faculty supervision and who can demonstrate that the proposed project is essential for the development of their professional competencies. Individual research courses are not intended as a substitution for, or circumvention of, required courses in the student's approval program. Credit will not be given for work the student is being paid to perform or for work already completed.

### Standards

The same rigorous standards of scholarship expected in regular course offering will be applied to individual research courses. The student should expect to spend as much time and effort on a special project as for an organized course of the same number of credits. The supervising instructor is to assure and to document that the individual research course conforms to these standards.

### Procedures

1. Prior to enrolling in any individual research course, the student shall submit, and have approved a detailed proposal for the course. The proposal shall include:
  - a. a clear statement of the problem purposes of the special project and the significance of the project in the student's program of study;
  - b. a description of the methodology to be employed;
  - c. a proposed time schedule for progress reports and completion of the project, with benchmark steps in the time schedule identified;
  - d. a description of the product of the project (e.g., research paper, action plan, report or demonstration model); and
  - e. a summary of evaluation and grading procedures, as defined by the supervising instructor.
  - f. for any study involving human subjects, a copy of your ENMU Human Subjects Committee Screening Form and approval from that committee (**Note:** Approval form the Human Subjects Committee may require four or more weeks).
2. After approval by the faculty supervisor (instructor), the proposal and approval form shall be submitted to the school director and the college dean for approval.
3. The completed approval form is required for completion of the enrollment process. Complete all forms prior to contacting the Registrar's during registration.
4. Prepare and submit to the faculty supervisor (instructor) a progress report on the project one week prior to the deadline for mid-term grades. Additional progress reports should be made.
5. A copy of product will be submitted to and filed in the office of the department chair, College of Education. Student must attach a cover sheet that includes student name, course prefix and number, instructor's name, semester, year and one copy of the approval for with signatures.
6. On the Friday before finals, students enrolled in Individual Research will make a presentation of their projects to the College of Education faculty. The place and time of such presentation will be announced.