

# SPECIAL COURSE CONTRACT

This form will not be accepted if incomplete

Fall   
 Spring   
 Summer  \_\_\_\_\_  
 (year)

Name: \_\_\_\_\_ PID# \_\_\_\_\_

**Contract Type (check one box):**

Independent Study

- 2997 - Lower level
- 3997 - Upper level
- 5997 - Graduate level

Tutorial

- 2996 - Lower level
- 3996 - Upper level
- 5996 - Graduate level

Assistantship

- VIS3920 - Artist Assistant
- 3998 - Undergraduate Learning Assistant
- 5998 - Graduate Assistant

- Number of Credits to be earned
- ‡Number of contact hours between faculty and student
- ‡Total number of hours to be spent on outside/independent work by student

Title of Special Project or Course: (Only 32 characters, including spaces): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Description of this Special Course: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Goals to be attained through this project: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Methods for evaluating work, performance or competencies: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Signature of student: \_\_\_\_\_ Date \_\_\_\_\_

Signature of sponsor: \_\_\_\_\_ Date \_\_\_\_\_

Prefix & Course Number: 

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Print Sponsor Name \_\_\_\_\_

**Independent Study and Learning Assistantship:** One credit should represent the equivalent of ‡ 37½ hours of student academic activity, † i.e.: A 4 credit course might include a one hour meeting every other week (7 contact hours) plus 143 hours of independent work.

**Tutorial Study:** Tutorial study is study which is given initial faculty guidance followed by repeated, regularly scheduled student conferences with periodic as well as final evaluation of student performance. One credit should be assigned for each 15 contact hours of regularly scheduled instructional sessions. ‡ Students would then be expected to complete at least two hours of outside work for each contact hour.

The amount of credit agreed upon at the time of registration is the amount of credit to be awarded at the end of the semester. Credit may not be reduced at the end of the semester due to only partial fulfillment of the special course. Likewise, credits may not be increased.