

DIRECTED STUDY

GENERAL INFORMATION

This course is intended for students who have the ability to assume the responsibility for independent work, to prepare written and oral reports/ or appropriate projects and who possess a 3.0 overall grade point average, in a major or who the instructor feels an exception may be made.

Directed Study may be developed from any topic arising from or related to a course of study that will result in developing breadth and depth in that subject area. The project selected will be described in a contract agreed upon by the student and the instructor.

The contract MUST be turned into the Office of Student Learning Support Room LR 206 according to the Directed Study Calendar. Summer session contracts MUST be returned to the Office of Student Learning Support following the summer Calendar dates.

One unit of credit will be awarded for every 48 hours per semester of Directed Study work, 6 hours of which MUST be with the instructor. A Student may take this course for a Maxine of 4 units within a discipline. However, due to the short duration of the summer session, students must be advised that their contracts will be limited to no more than one (1) unit credit for the entire summer session.

PROCEDURES

For each student who is accepted for Directed Study, the instructor and the student will prepare a contract which will include the following:

- I. Units of credit.
- II. Objective of the course of study.
- III. Materials and/or activities to be pursued in achieving those objectives.
- IV. The time commitment of both the student and the instructor to the Directed Study (48 hours per semester per unit, 6 hours of which MUST be with the instructor).
- V. The nature of the final report expected.
- VI. Lab fees are to be paid if the course requires it.
- VII. The student, instructor and the division chairperson MUST sign the contract.

INSTRUCTOR REMUNERATION

Each student the instructor wishes to enroll in Directed Study should complete the required form. The Directed Study Authorization form and sample contract are available in each Division Office. The authorization form and completed contract (with the proper signatures) MUST be returned to the Office of Student Learning Support following the Directed Study Calendar.

Directed Study is planned for FULL-TIME INSTRUCTORS ONLY, and remuneration will be determined as paid overload at the end of the semester depending on the number of students that complete the course. Part-time instructors can be assigned Directed Study contracts ONLY AFTER PRIOR APPROVAL from the Vice President of Academic Services.

The instructor will receive a minimum of one (1) percent to a maximum of six (6) percent of load credit depending upon the number of students and their unit credit completion at the end of each semester as agreed upon in the student contracts.

Instructors who agree to supervise students will meet with each student an average of six hours during the semester for each unit of student credit.