

Quarter/Year \_\_\_\_\_

Special projects in \_\_\_\_\_  
discipline

taught by \_\_\_\_\_  
Instructor

- [check one box]
- 297 (1 credit, 33 hours)
- 298 (2 credits, 66 hours)
- 299 (3 credits, 99 hours)

Students receive more in-depth, one-on-one instruction and guidance in a particular area of \_\_\_\_\_  
(your discipline). The special project may take any one of the following forms:

**PLEASE CHECK ALL THAT APPLY:**

- \_\_\_ Research experience: Research design, data collection, data input, analysis and dissemination (preparation for conferences and journal articles).
- \_\_\_ Seminar: Weekly meetings with the instructor to discuss assigned readings on a particular topic.
- \_\_\_ Literature Review of *related publications* and searches completed on alternate databases. Retrieval of article copies. Completion of article summaries.
- \_\_\_ Tutoring: Under the supervision of the instructor with a grade of 3.7 or better in *[state class]*, a student may act as a tutor for *{state class}*. This may involve meeting with students on an individual basis or coordinating study groups before tests.
- \_\_\_ ***other special project material as described by instructor***

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I have checked each item that applies to \_\_\_\_\_  
(student's name)

Signed: \_\_\_\_\_  
(Instructor) Date

Signed: \_\_\_\_\_  
(Student) Date

Signed: \_\_\_\_\_  
(Dean) Date

## GUIDELINES FOR SPECIAL PROJECTS

- Special projects are individualized study classes and are under the jurisdiction of the program area involved.
- Students initiate their request for a special project with the appropriate faculty member.
- The faculty member sets up a contract with the student (using the approved format for their program area)
- The appropriate dean reviews the contract
- The faculty member agrees to supervise the student's work on an arranged schedule, on a volunteer basis
- Special project classes are offered for 1, 2, or 3 credits.
  - For 3 credits:
    - Students must complete 99 project hours
    - Students must enroll before the end of the second week (10<sup>th</sup> day) of the quarter
  - For 2 credits:
    - Students must complete 66 project hours
    - Students must enroll before the end of the third week of the quarter
  - For 1 credit:
    - Students must complete 33 project hours
    - Students must enroll before the end of the fifth week of the quarter