



Graduate Education Program

***GUIDELINES for
PROPOSED COURSE DESCRIPTION***

GED 686 INDEPENDENT STUDY # of credits (1-6)

GED 687 DIRECTED READINGS # of credits (1-6)

GED 562 THESIS Research # of credits (1-6)

Important Note: The attached form, the proposed course description AND the regular course registration form must be ALL be approved PRIOR to beginning the course.

REGISTRATION MUST OCCUR BY THE 3RD WEEK OF THE SEMESTER.

The course description proposal *must include at least* the following:

- Course Title, Number of Credits, Semester (Syllabus must be supplied if offered course)
- Faculty Supervisor Name
- Brief narrative description of the learning activity (6-8 lines)
- Learning Goals (5-8 lines)
- Readings (Bibliography): Specific titles, authors, as well as examples of further possibilities, if applicable
- Written (or other forms) products/assignments. Include for each: type, number of pages, assessment, when due
- Academic Contact: Scheduled (or planned) meetings, telephone contact, mailing, etc.
- Evaluation/Assessment: Method of Evaluation must be described: What work will be evaluated? What criteria will be used?

The instructor's current resume/CV must be on file in the GED Office. The instructor must submit a final written report to the GED Director in order to receive compensation. I-9 and W-4 forms must be on file in the Human Resources Office in order for payment to be issued.



Graduate Education Program
PROPOSAL

- GED 686 Independent Study # of credits ___ (1-6)**
- GED 687 Directed Readings # of credits ___ (1-6)**
- GED 562 Thesis Research # of credits ___ (1-6)**

GED 686/GED 687 offer the matriculated GED student an opportunity for greater in-depth study of a topic already addressed in the curriculum. GED 562 offers the matriculated student to work from a distance on their final research project. In order to exercise this option, the student must:

- 1. Discuss the idea of the course with the Academic Advisor to determine its feasibility and agree upon a prospective instructor.*
- 2. Complete this form and the proposed course description (See Guidelines on back) with the instructor. Give them to the Academic Advisor along with the semester's registration form.*

Student Name _____ ID# _____

Student Address _____

Student Telephone Home _____ Work _____

Student Signature _____

Course Title _____

Semester/Year Fall ___ Spring ___ Other _____ Expected date of completion _____

Instructor Name _____

Instructor Address _____

Instructor Telephone Home _____ Work _____

Instructor Signature _____

*Signatures imply agreement to undertake this course. Attach the detailed **Course Description** and completed standard course **registration form**.*

APPROVED

Academic Advisor _____ Date _____

GED Director _____ Date _____

VPAA _____ Date _____