

Supplementary Coursework Form

Basic format for plan of study

Supplementary courses are in three categories: 4000-level courses (i.e., advanced undergraduate courses); cognate courses (i.e., graduate courses in MTU departments other than Humanities); one-on-one courses set up by arrangement with individual faculty (i.e., independent study/directed reading/internships). Students may apply a maximum of three (3) cognate course credits toward the 36-credit coursework portion of their degree. All students must receive approval of this plan of study contract before enrolling for the courses listed below. At the end of the term, faculty will be asked to submit a grade for the work on the basis of this contract. If there are any questions, please see the Graduate Director. Students will not be allowed to register for these courses until they have filed an approved plan of study.

Title (if applicable): _____

Briefly detail:

1. What are the purpose/goals/expectations of this study?
2. What is the proposed reading list (or project/duties) to be covered this term?
3. How often (and how far along) will the student and faculty member meet?
4. What writing/final projects are expected?
5. Criteria used to evaluate this work? (check one)
 Letter Grades (A, AB, B, etc.) See below if work counts toward coursework.
 Status Grades (see p. 2)
6. What semester are you registering for? Fall _____ Spring _____ Summer _____

Student's Name: _____

Student's MTU ID#: _____

Please check your degree: MS PhD

Year in Program: _____

HU Faculty Sponsor's Name: _____

Signature of Student: _____

Date: _____

Signature of Faculty: _____

Date: _____

Signature of Grad Director: _____

Date: _____

Count towards coursework? _____

Grad Director Initials: _____

Please check your course choice and credit amount:

4000 Level Course _____ Credits_____

Cognate Course _____ Credits_____

Independent Study (1-6 Cr) MS (HU 5900) _____ PhD (HU 6900) _____ Credits_____
Guided research under direction of faculty member

Directed Reading (1-6 Cr) MS (HU 5901) _____ PhD (HU 6901) _____ Credits_____
In a focused area under direction of graduate faculty member

Internship (1-6 Cr) MS (HU 5902) _____ PhD (HU 6902) _____ Credits_____

Doctoral Qualifying Exam Prep (1-9 Cr) PhD (HU 6903) _____ Credits_____

Thesis/Doctoral Research (1-10 Cr) MS (HU 5990) _____ PhD (HU 6990) _____ Credits_____
Paper preparation for oral defense

Independent Study Coursework (1-3 Cr) MS (HU 5992) _____ Credits_____

Projects (1-6 Cr) HU 5991 _____ Credits_____
Work with advisor on Master's Project

Practica (1 Cr) HU 5932 _____ HU 5934 _____ HU 5935 _____ HU 6090 _____
Pedagogy Training Course

Examples of status grades are:

I - Incomplete

P- Progress

Q- Inadequate Progress

S- Satisfactory

Some Notes on Policy

- The RTC Steering Committee recommends that such independent work be reserved for **advanced students** (second year and beyond); that is, students who have completed the bulk of their coursework. The expectation is that beginning students should be joining in the conversation of the communities of their peers and their faculty in the regularly scheduled courses, and not substituting independent work for coursework. Such independent work must not impede the students' progress in regularly scheduled courses.
- During summer semesters, students receiving Michigan Tech support **MUST** register for credit (students who are not supported by Michigan Tech are not required by us to register, though they may have other obligations for loans, etc.). That credit may be either in the form of a course (usually three (3) credits) if so advised by their faculty advisor **OR** one (1) credit of independent study. All students should consult with their advisors before registering for summer; no student will be allowed to sign up for independent work without **prior WRITTEN approval** of the faculty and graduate advisor.
- MS students working on thesis or project should register for HU5990 or HU5991 respectively; they must meet with their advisor(s) before registering.
- PhD students preparing Qualifying Exams enroll in HU6903 during the semesters immediately before and during the taking of their exams.
- All and only those PhD students working on dissertations after passing their comprehensive examinations should enroll for HU6990 Dissertation Research credits.
- **Substitution** of independent study for coursework (maximum three (3) credits per course must be **pre-approved** by the Graduate Director.)