RTC Independent Studies Approval Form

To assist in the coordination of Independent Studies, Directed Readings, or Internships, 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. Students will not be allowed to register for these courses until they have filed an approved plan of study.

Please circle your choice:

<table>
<thead>
<tr>
<th>MS</th>
<th>PhD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Independent Study:</td>
<td>HU5900   HU5990   HU6900   HU6903</td>
</tr>
<tr>
<td>Directed Reading:</td>
<td>HU5901   HU5992   HU6901   HU6975 (Research Only status)</td>
</tr>
<tr>
<td>Internships:</td>
<td>HU5902   HU5993   HU6902   HU6990</td>
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</tbody>
</table>

4000-level courses or courses outside the department

Student's Name: ________________________________

MTU ID#: M____________________

(Please mark "X" next to choice) MS PhD Year in Program:

HU Faculty Sponsor's name: ________________________________

Term: (Please mark “X” next to choice) Fall Spring Summer Year:

Number of credits requested:
(Note: 1 credit is equivalent to about 50 hours of work over the semester)

Signature of student: Date: ____________

Signature of faculty: Date: _ _ _

Signature of Grad Director: Date: _ _ _

Count towards coursework: Grad Director initials of approval.

Please provide an explanation of how the course will be conducted and the required assignments; or for 4000---level and outside department courses, a rationale for counting these in your coursework.
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) Because these courses are graded with letter grades: By what criteria will this work be evaluated for a grad (A, AB, B, etc.)?

*SOME NOTES ON POLICY

• The RTC Steering Committee recommends that independent coursework 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 RTC to register, though they may have other obligations for loans, etc.). Students will not be allowed to sign up for independent work without prior WRITTEN approval of the faculty and grad advisor.

• Independent work in general is not intended to substitute for the regularly scheduled coursework. However, in special circumstances, and only with prior approval of the student’s Advisor (or Advisory Committee) and the Graduate Director, three credits of independent study may be considered to count towards the coursework requirements of the PhD or MS curriculum.

• MS students working on theses or projects should register for HU5990 or HU5991 respectively; they must meet with their advisors before registering.

• PhD students preparing for comprehensives should enroll in HU6903 during the semester of their comps.

• All and only those PhD students working on dissertations after passing their comprehensive examinations should enroll for HU6990 Dissertation Research credits.