

## Directed Study

### Application for a Directed Study (Undergraduate)

Field Experience, Honors, Independent Study, Research, Applied Music

**Registration for a Directed Study must be completed no later than the end of the official Add/Drop period.** No student should begin course work prior to officially registering. Completed application for Directed Study, including appropriate signatures, and required supporting documents must be on file at the Registrar's Office, prior to the student's registration.

Day  Cont. Ed

**Please note that a Directed Study offered through Continuing Education requires the signature of the Dean of Continuing Education and Non Traditional Programs.**

Student's Name \_\_\_\_\_ ID# \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

E-Mail \_\_\_\_\_

Degree Program \_\_\_\_\_ Major \_\_\_\_\_ Class Year \_\_\_\_\_

Course # \_\_\_\_\_ Course Title \_\_\_\_\_

Number of Credits \_\_\_\_\_ Instructor \_\_\_\_\_ Dept. \_\_\_\_\_

Why Directed Study? \_\_\_\_\_

Directed Study will be in: FALL \_\_\_\_\_ SPRING \_\_\_\_\_ SUMMER I \_\_\_\_\_ SUMMER II \_\_\_\_\_

Directed Study will be completed in: One Quarter \_\_\_\_\_ One Semester \_\_\_\_\_ One Year \_\_\_\_\_

**Tuition and fees for a Directed Study through Continuing Education cannot be waived and must be paid in full by all students at the time of registration.**

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

Instructor's Signature \_\_\_\_\_ Date \_\_\_\_\_

\*Chairperson's Signature \_\_\_\_\_ Date \_\_\_\_\_

\*\*Dean's Signature (CE Course Only) \_\_\_\_\_ Date \_\_\_\_\_

Supporting Documentation Included

\*Whenever a Directed Study is taught in a department other than the Instructor's Home Department, the signature of the Chairperson of the Cooperating Department is required in addition to the Home Department Chairperson.

\*\*Directed Study offered through Continuing Education requires the signature of the Dean of Continuing Education and Non-Traditional Programs, in order to approve funding prior to a student's registration.

## POLICY & PROCEDURES

### **DIRECTED STUDY AND OTHER FIELD EXPERIENCES (As stated in the most current Salem State University Catalog)**

#### **Directed Study:**

1. Directed study involves a research or other type of project in which the emphasis is on knowledge as an end in itself with less consideration given to its practical application. The student works under the direction of a faculty member and while the student may use off-campus facilities (libraries, museums, government agencies, etc.) as sources of information, the student does not provide any services to the facility.
2. Academic credit for directed study should be on the basis of three (3) hours per week for one academic credit awarded.
3. A student is limited to a maximum of 6 hours of credit for directed study during their undergraduate program. Departments may establish lower maximums for their courses.
4. A written statement should be developed of each directed study which specifies:
  - a. The responsibilities and duties of the student, and the faculty member.
  - b. Any activities that the student may be involved in.
  - c. The standards by which the student will be graded (reports, presentation, conferences, etc.)

It may be in the form of a departmentally standardized "contract," or a more individualized approach may be used, but the statement must be worked out prior to the beginning of the experience in order to prevent misunderstanding on the part of anyone involved in the directed study.

#### **Other Field Experiences:**

It should be noted that the above policy statement applies only to internships and Directed Study and not to Cooperative Education or other specialized experiences, e.g. GLS 470 Field Geology. In addition, certain specialized programs such as Nursing, Social Work, Education and Occupational Therapy will have specific accreditation standards.

If a department, because of the unusual nature of a particular course feels it cannot conform to the above standards, it may petition the Curriculum Committee, to recommend that an exception be made.