

SCHOOL OF LIBRARY AND INFORMATION STUDIES

**LIS 599 – Directed Study
REQUEST FOR APPROVAL**

(To be submitted to the Chair 10 business days in advance of the proposed start date)

Student Name (Please Print)

ID Number

TITLE OF DIRECTED STUDY (Please limit to 19 characters – to appear on official transcript)

Directed Study Supervisor (full-time faculty member only)

I hereby request approval to undertake the Directed Study described below in the form and in the attached **PROPOSAL** during the _____ term of the Academic year _____.

Rationale for requesting the course (to be completed by the student; no more than 200 words); including why this topic cannot be effectively addressed by customized assignments in regularly offered courses.

Please attach a detailed course proposal (to be jointly developed by the instructor and the student) that includes the following:

1. Statement of Topic.
2. Course workload – list all assignments with their brief corresponding descriptions, date due, and weight in the total course grade.
3. Select topics.
4. A suggested reading list and/or a list of supporting resources.
5. Frequency of proposed meetings between the instructor and the student and the mode of communication (e.g., Skype/Hangouts, Adobe Connect, office visits, phone, etc.).
6. Discussion of methodological considerations and justification of methodological choices, as applicable.
7. Address ethics review protocols and attach accompanying documents, as appropriate.

Student (signature required)

Date

Directed Study Supervisor (signature required)

Date

Program Supervisor (signature required)

Date

Chair (signature required)

Date

Checklist for the course:

- The proposed topic is broad enough to warrant a three-credit course
- Consent of a faculty member with requisite expertise to supervise the course has been secured
- Both the instructor and the student can commit to regularly scheduled meetings
- The course has received Chair's approval

Date registered:

c.c. Directed Study Supervisor
Student

November 2016