

SCHOOL OF LIBRARY AND INFORMATION STUDIES

**LIS 699 – 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