Note: Directed Reading and Independent Research courses must be supervised by full-time faculty, unless adjunct faculty get prior approval from the chair. Directed Reading courses generally involve analysis of a selected, substantial and coordinated set of readings. Independent Research courses involve primary research that a student could not pursue in regularly scheduled classes. A detailed proposal agreed upon by student and instructor must be attached and a student outcome that demonstrates substantial time and effort is expected. Students may register for 1-3 credits. All individual study classes are graded S/U.

A copy of the following completed contract, including attached proposal, must be provided to the department chair by the start of the semester.

**CONTRACT**

**Student Information**

Name ____________________________
USF ID#: U________________________
Email ____________________________
Phone ____________________________

**Instructor Information**

Name ____________________________
Email ____________________________
Campus Phone: 873-_______________

**Course Information**

Semester: _____________________ Number of hours: ______

CRN  PREFIX and NUMBER ____________________________

(CRN must be included. Look in OASIS under the REF# column. Each supervising instructor has his or her own unique section. If no section exists, the instructor will confirm agreement by requesting that the chair open a section.)

**Students:** Please attach a 1-2 page proposal that includes the following information:

1. Description of proposed work and justification for the need to do this outside of a regularly scheduled class.
2. What does the project specifically entail? What will you do?
3. What are the outcomes? What will you produce, create?
4. What specific materials will you use, including full citations for books, articles, websites?
5. How will you know that you have been successful? What will the instructor use to evaluate your performance?
**Instructors:** Please complete the following:

Expected outcomes of the proposed project (with reference to JMS competencies):

Requirements (papers, websites, blogs, articles, etc.):

Basis of Evaluation (how project will be graded, what student must accomplish):

Timeline (meeting dates and times, due dates for assignments and final products):

Other:

_________________________  ______________  ____________  __________________________________
Instructor signature        date       Student Signature    date