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:

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. Expected outcomes (e.g., final products, potential benefits, etc.)
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