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. 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