



# UNIVERSITY of ALASKA SOUTHEAST

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## SPECIAL COURSE CONTRACT

Student name

Semester/Year

Course Contract Type

Spring/Year 20\_\_\_\_

Directed Study

Summer/Year 20\_\_\_\_

Independent Study\*

Fall/Year 20\_\_\_\_

Internship\*

Student ID#

NOTE:

Practicum\*

-Print clearly

Research\*

-All signatures and dates are required

Thesis\*

-Both student and faculty MUST complete the information requested on this form

\*Complete BOTH PART A and B

Email address

### PART A. Course Information

Subject

Course #

Title

Letter  Pass/Fail  No  Yes: \$ \_\_\_\_\_

Credits

Grading

Additional Fees

Printed name of instructor

### PART B. Course Outline

Attach the following:

1. Description

6. Required Materials / Sources

Course Outline attached

2. Objectives / Course Goals

7. Course Policies

3. Student Learning Outcomes

8. Required Hours

4. Instructional Methods

9. Grading Criteria

5. Assessment / Evaluation

✕

Student signature

Date

✕

Head of Academic Unit printed name / signature\*

Date

✕

Instructor signature

Date

✕

Internship Work Supervisor printed name / signature\*\*

Date

\* Dean of the Schools of Management, Career Education, or Education;  
Chair of Social Sciences, Natural Sciences, or Humanities

\*\*Internships only

### Definitions

**Directed Study** - a catalog course taken on an individual contract basis by a program student with an instructor. Course is identical to catalog in title, objectives, content, and evaluative criteria. Normally approved only in a semester the course is not offered.

**Independent Study** (Course numbers ending in -97) are available for program students at the 200, 300, and 400 level, and at the 600 level in graduate subjects only. The course content, learning, and evaluative criteria are developed primarily by the student with guidance from the instructor. No more than 12 credits of Independent study may be applied to a baccalaureate degree. Minimum hours required: 1 cr = 37.5 hr, 2 cr = 75 hr, 3 cr = 112.5 hr

**Internship, Practicum, Research, and Thesis** - 50 hrs per credit (60 hrs for the School of Management). See academic catalog.

OFFICE USE ONLY

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CRN

SUBJECT

COURSE #

SECTION

PROCESSED BY

DATE