**PART A. Course Information**

<table>
<thead>
<tr>
<th>Subject</th>
<th>Course #</th>
<th>Title</th>
<th>Credits</th>
<th>Grading</th>
<th>Additional Fees</th>
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Printed name of instructor

**PART B. Course Outline**

Attach the following:

1. Description
2. Objectives / Course Goals
3. Student Learning Outcomes
4. Instructional Methods
5. Assessment / Evaluation
6. Required Materials / Sources
7. Course Policies
8. Required Hours
9. Grading Criteria

Course Outline attached

*Complete BOTH PART A and B

**NOTE:**
- Print clearly.
- All signatures and dates are required.
- Both student and faculty MUST complete the information requested on this form.
- A Course Registration Form or Course Add/Drop Form must accompany this contract.

**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 Department of Business & Public Administration). See academic catalog.

**Definitions**

- Directed Study
- Independent Study
- Internship

*UAS Title IX Reference Guide for Off-Campus Programs and Activities will be provided to Internship Sponsors.

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**SPECIAL COURSE CONTRACT**

Student name

Student ID#

Email address

Semester/Year

- [ ] Spring/Year 20___
- [ ] Summer/Year 20___
- [ ] Fall/Year 20___

Course Contract Type

- [ ] Directed Study
- [ ] Independent Study*
- [ ] Internship*
- [ ] Practicum*
- [ ] Research*
- [ ] Thesis*

*Complete BOTH PART A and B

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**Office Use Only**