

## Hellenic College Directed Study Procedures and Form

Directed Study is an opportunity for a student to work closely with a full-time faculty member in a special field of study that complements the student's major program. The student will have the opportunity to pursue research of a scholarly nature or to complete a special term project. Directed Study offers the student a chance to study content that is not part of the regular curriculum. It is not a substitution for, or individualized tutoring in, courses regularly offered. The College is not obligated to provide Directed Studies. **Directed Study is reserved for juniors and seniors.** The student must have a GPA of 3.0. Generally only one Directed Study per year is allowed. Each participant is normally allowed two Directed Studies toward his or her degree.

Directed study contracts must demonstrate compliance with the institutional policy for awarding academic credit. To this end, directed studies typically comprise one contact hour per week and a minimum of 10-12 preparation hours per week for 15 weeks, thereby compensating for the reduction of each contact hour by a factor of at least two.

### *Students must:*

Create a Directed Study Proposal, in consultation with the instructor, with the following:

1. A description of the directed study. Include objective for the study and reasons for pursuing the topic under investigation.
2. The ways in which the study differs from available courses.
3. A week by week course of study outline including what student intends to cover.
4. A list of required reading and if applicable, related academic activities.
5. A detailed description of the anticipated final outcome of the study, e.g. length of research paper, the type and length of the presentation.
6. A list of any resources required to complete the study.
7. Attach a copy of your unofficial transcript.
8. Complete Directed Study Registration Form.
9. Present proposal and form to Instructor.

### *Faculty member must:*

Attach a statement addressing the following:

1. The schedule for meeting with the student, including frequency and duration of meetings.
2. The basis for grading the directed study, including what will be graded and what grading policy will be applied
3. Sign instructor portion of the Directed Study Registration Form.
4. Return form and proposal to the student.

### *Next, students must:*

Submit form and proposal to the Chair of the Department where the Directed Study is taking place no later than the last day of the preceding semester. Chairs will respond within one week. Student is responsible for retrieving completed form.

Students will submit completed form and proposal to the Registrar's Office.



## Hellenic College Directed Study Contract

### **Part 1: Student Information**

Student's name: \_\_\_\_\_

Term and Year Directed Study to take place: \_\_\_\_\_

Number of Credits for Directed Study: \_\_\_\_\_

Department: \_\_\_\_\_

Directed Study Title: \_\_\_\_\_

\_\_\_\_\_

I agree to complete this study as detailed on the attached Directed Study Proposal by the end of the term in which I am registered for it.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### **Part 2: Faculty Advisor Approval**

I have attached a statement addressing the meeting frequency and duration expected in this directed study, the minimum time the student is expected to devote to this study, and the basis for grading. I agree to supervise the study as described in the attached Directed Study Proposal.

Faculty Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### **Part 3: Department Chair Approval**

I approve this directed study/project contract.

Chair Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### **Part 4: Dean Approval**

I approve this directed study/project contract.

Chair Signature: \_\_\_\_\_

Date: \_\_\_\_\_