Office Use Only
CRN:
Section:

## HIST 685, 691: Directed Studies Contract

Department of History

Student Name:	UIN:	
Faculty Name:	Term & Year Requested:	
Number of Credit Hours (0 – 6):	Grading Method:	
Indicate whether the course will be 685 or 691 and was brief description of this directed studies opportunity student's progress will be assessed, and how often the throughout the semester.	. Include the aims of the project/research, how the	
By signing below, I confirm we met and have agreed upon the terms of this contract.		
Faculty Signature & Date	Student Signature & Date	

## **Choosing the Correct Course for Enrollment**

- 1. <u>HIST 685: Directed Studies</u> This course should be used for topics not covered in established courses in History. In some cases, this might include coursework for a course not being offered in a particular term, but that a faculty member wishes to teach with a small/specific group of students. In residence or *in absentia*.
- 2. <u>HIST 691: Research</u> This course should be used for the purpose of conducting research relevant to the field of History, under the supervision of a faculty member authorized by the department to teach/research in the field. In residence or *in absentia*.

## Steps in Acquiring Approval for and Enrollment in HIST 685 &/or 691 Coursework

- 1. Students interested in pursuing directed studies credits should inquire with faculty in the department. The best place to start would be with faculty with whom you've interacted and/or taken courses previously.
- 2. When a faculty member who is willing and able to supervise directed studies credits is identified, the faculty and student will work together to complete the contract (page 1 of this document). Upon completion, both the faculty member and the student should sign the form.
  - a. Students and faculty should discuss the amount of work required to fulfill the number of credit hours for which the student is registering.
  - b. Directed studies credits can be completed for letter or satisfactory/unsatisfactory (pass/fail) grading. Students can speak with faculty and their academic advisor about the considerations of pass/fail grading vs. letter grading.
- 3. The form should then be routed to Mary Speelman (marylgspeelman@tamu.edu) in the HIST office.
- 4. Contracts need to be submitted **by the fourth day of add/drop week** to ensure enrollment in that semester.