

# Communication Science and Disorders Individualized Study (IS) Contract

Name: \_\_\_\_\_ ID #: \_\_\_\_\_

Degree Sought and Program Emphasis: \_\_\_\_\_

Mailing Address and Phone: \_\_\_\_\_

Email address: \_\_\_\_\_

Registering for: \_\_\_\_\_ Class Title: \_\_\_\_\_

(Dept. and Prefix. See **list below**)

(e.g., Independent Study, Directed Readings, etc.)

Credit Hours: \_\_\_\_\_ Semester/Year: \_\_\_\_\_ Expected Completion: \_\_\_\_\_

Faculty Director of Individualized Study: \_\_\_\_\_

(Please print name)

This course will meet requirements in the \_\_\_\_\_ section of the student's Program of Study, or will substitute for the specific course, \_\_\_\_\_.

Individualized Study courses include: **Graduate Research, CSD 685** (1-6 hrs) and **Independent Study, CSD 697** (1-3 hrs). Students must complete and have this form approved BEFORE registering for the individualized study course. The student must enter the correct number of credit hours at the time of registration.

1. Discuss the proposed study with your advisor and faculty director;
2. Fill out this form and **attach a detailed description of the project**, including the approximate number of hours of work involved and the specific content and requirements of the study;
3. Have the form signed by the project faculty director and by your advisor;
4. It is permissible to obtain approvals via email, but a description of the project and a forward of all previously-obtained approvals must accompany the form being emailed.
5. Submit a hard copy of all documents to the Communication Science and Disorders office, room 302 in the Health Professions Building, or to PO Box 15045, Flagstaff AZ 86011, for department chair approval.
6. Check back with the department to obtain a class permission number for the course. You may call (928) 523-7444, or you may email [Joan.Brakefield@nau.edu](mailto:Joan.Brakefield@nau.edu) to obtain this number.

## Guidelines for Individualized Studies:

The faculty director and student must develop a detailed description of the project prior to approval of the department chair. In addition to a description of the project (done by the student, with input from the faculty instructor), the instructor must outline expectations of the student. These expectations should address the time commitment, required readings, written or oral work required of the student for the grade, hours when the two will meet regularly during the semester, and any other requirements for completion of this course.

The credit hours assigned to this course should be based upon the Regents' guidelines of one credit hour corresponding to 15 hours of classroom instruction and the general expectation of two hours of work required outside the classroom for each hour in the classroom. Hence, a minimum of 45 clock hours per semester would be required for one credit hour. For experimental laboratory research one might expect considerably more time to be devoted for one credit hour. All individualized studies should require a written report to be graded by the instructor and be retained in the student's file. The instructor will forward the final grade to the department chair at the end of final exam week of the semester.

\_\_\_\_\_  
Student Signature / Date

\_\_\_\_\_  
Faculty Project Director Approval / Date

\_\_\_\_\_  
Student's Faculty Advisor Approval / Date

\_\_\_\_\_  
Program Director Approval / Date

Class # \_\_\_\_\_  
(Department use only)

Permission #assigned \_\_\_\_\_  
(Department use only)