

INDEPENDENT STUDY/RESEARCH & INTERNSHIP CONTRACT

(REV. 08/2011)

OFFICE USE ONLY

SECTION _____

Class # _____

A GENERAL INFORMATION

1. STUDENT NAME	2. STUDENT ID NO.	3. DAYTIME TELEPHONE	4. CSUSM EMAIL
5. STUDENT STATUS (Check one): <input type="checkbox"/> UNDERGRADUATE <input type="checkbox"/> GRADUATE (Complete box 5a.)	5a. GRADUATE PROGRAM 6. MAJOR	7. SEMESTER (Check one): <input type="checkbox"/> FALL 20__ <input type="checkbox"/> SPRING 20__ <input type="checkbox"/> SUMMER 20__	

B COURSE INFORMATION

8. COURSE ABBREVIATION AND NUMBER	9. Class #	10. NO. OF UNITS	11. SUPERVISING FACULTY
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C CONTRACT INFORMATION

12. TOPIC OF STUDY	
13. TENTATIVE OUTLINE OF WORK (Additional sheets may be attached)	
14. WORK TO COMPLETE FOR A FINAL GRADE	
15. IS THIS COURSE APPROVED TO SUBSTITUTE FOR A MAJOR/MINOR REQUIREMENT? <input type="checkbox"/> NO <input type="checkbox"/> YES (Complete box 16a)	15a. MAJOR/MINOR REQUIREMENT

NOTE: Registration of this contract may result in a change of enrollment status and require additional fees. Please check your Student Center (MyCSUSM) daily to learn the status of enrollment in this course.

D AUTHORITY SIGNATURES (This certifies that the student has met any prerequisites for this course)

SUPERVISING FACULTY SIGNATURE ▶	DATE
DEPARTMENT CHAIR/PROGRAM DIRECTOR ▶	DATE
DEAN/DEAN'S DESIGNEE (required beginning the 4 th week of the term) ▶	DATE

INSTRUCTIONS

GRADUATE STUDENTS MUST SUBMIT A COPY TO THE GRADUATE COORDINATOR INDICATING IF THIS IS THE SECOND OR THIRD SEMESTER OF TAKING THE SAME CLASS

1. Enter student name as it appears in university records.
2. Enter 9 digit student ID number assigned by university.
3. Enter telephone number where student can be reached during university business hours.
4. Enter university assigned e-mail.
5. Check the status of the student; undergraduate or graduate (if graduate student, box 5a. must be completed with program name).
6. Enter the student's major.
7. Check and complete the year and semester of this course.
8. Enter the course abbreviation and number (i.e. COMM 310). Refer to university catalog for course number and suffix.

9. Enter the 5-digit class number. Check with faculty supervisor.
 10. Enter the number of units for the course (most course number suffix's follow this rule: A=1 unit, B= 2 units, or C=3 units).
 11. Enter the name of the faculty supervising the course.
- 12-15a. Work with the supervising faculty to complete section C & D.
- RETURN COMPLETED FORM TO COUGAR CENTRAL CRA 3900, DURING OFFICE HOURS: M-F, 8AM – 5PM. FOR SUMMER SESSIONS, TAKE IT TO EXTENDED LEARNING. RETAIN COPY OF COMPLETED FORM FOR YOUR RECORDS.**