

# INDEPENDENT STUDY/RESEARCH/INTERNSHIP CONTRACT

(REV. 09/2016)

**OFFICE USE ONLY**

SECTION \_\_\_\_\_

Class # \_\_\_\_\_

## A GENERAL INFORMATION

1. STUDENT NAME	2. STUDENT ID	3. DAYTIME TELEPHONE	4. CSUSM EMAIL
5. STUDENT STATUS (Check one): <input type="checkbox"/> UNDERGRADUATE (Complete box 5a) <input type="checkbox"/> GRADUATE (Complete box 5b)	5a. MAJOR  5b. GRADUATE PROGRAM	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. # OF UNITS	11. SUPERVISING TT FACULTY
-----------------------------------	------------	----------------	----------------------------

## C CONTRACT INFORMATION (Additional documentation may be attached)

12. TOPIC OF STUDY

---

13. TENTATIVE OUTLINE OF WORK

---

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 15a)	15a. MAJOR/MINOR REQUIREMENT
--	------------------------------

16. COURSE ATTRIBUTE:  INTERNSHIP  SERVICE LEARNING  RESEARCH  INDEPENDENT STUDY

**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 TENURED/TENURE-TRACK FACULTY SIGNATURE ▶	DATE
DEPARTMENT CHAIR/PROGRAM DIRECTOR ▶	DATE
DEAN/DEAN'S DESIGNEE (required beginning the 4 <sup>th</sup> week of the semester) ▶	DATE

## INSTRUCTIONS

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 address.
5. Check the status of the student; undergraduate or graduate:
  - 5a. For undergraduate students only
  - 5b. For graduate students only
7. Check the semester and enter the year of this course.
8. Enter the course abbreviation and number (i.e. COMM 310). Refer to university catalog and faculty member for course number and suffix.
9. Enter the 5-digit class number. In many cases this can be left blank.

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 TT faculty supervising the course. Only tenured/tenure-track faculty can supervise independent studies.
- 12-16. Work with the supervising tenured/tenure-track faculty member to complete section C & D.

**RETURN COMPLETED FORM TO COUGAR CENTRAL (CRA 3900).**

**RETAIN COPY OF COMPLETED FORM FOR YOUR RECORDS.**