

Supplementary Coursework Form

Basic format for plan of study

Supplementary courses are in three categories: 4000-level courses (i.e., advanced undergraduate courses); cognate courses (i.e., graduate courses in MTU departments other than Humanities); one-on-one courses set up by arrangement with individual faculty (i.e., independent study/directed reading/internships). Students may apply a maximum of three (3) cognate course credits toward the 36-credit coursework portion of their degree. All students must receive approval of this plan of study contract before enrolling for the courses listed below. At the end of the term, faculty will be asked to submit a grade for the work on the basis of this contract. If there are any questions, please see the Graduate Director. Students will not be allowed to register for these courses until they have filed an approved plan of study.

Title (if applicable): _____

Briefly detail:

1 What are the purpose/goals/expectations of this study?

2 What is the proposed reading list (or project/duties) to be covered this term?

3 How often (and how far along) will the student and faculty member meet?

4 What writing/final projects are expected?

5 Criteria used to evaluate this work? (check one)

Letter Grades (A, AB, B, etc.) See below if work counts towards coursework.

Status Grades (see p. 2)

Student's Name: _____

Students MTU ID#: _____

Please circle your degree: MS PhD Year in Program: _____

HU Faculty Sponsor's Name: _____

Please circle the semester: Fall Spring Summer Year: _____

Number of credits requested: _____

(Note: 1 credit is equivalent to about 50 hours of work over the semester)

Signature of Student: _____ Date: _____

Signature of Faculty: _____ Date: _____

Signature of Grad Director: _____ Date: _____

Count towards coursework: _____ Grad Director Initials of approval: _____

Please circle your course choice:

	<u>MS</u>	<u>PhD</u>
4000 – Level Course (Credits)		
Cognate Course (Credits)		
Independent Study* (1---6 credits)	HU5900	HU6900
Directed Reading** (1---6 credits)	HU5901	HU6901
Internship (1---6 credits)	HU5902	HU6902
Doctoral Qualifying Exam Prep (1---9 credits)	~	HU6903
Thesis/Doctoral Research (1---10 credits)	HU5990	HU6990
Independent Study Coursework*** (1---3 credits)	HU5992	~ Special
Projects**** (1–6 credits)	HU5991	
Practica*****	HU 5932 HU 5934 HU 5935	HU6090

***Independent Study** – guided research under direction of faculty member

****Directed Reading** – in a focused area under direction of graduate faculty member

*****Independent Study Coursework** – paper preparation for oral defense

******Special Projects** – Work with advisor on Master’s Project

*******Practica** – 1 Credit Pedagogy Training Course

Examples of status grades are:

I - Incomplete

P- Progress

Q- Inadequate Progress

S- Satisfactory

SOMENOTESONPOLICY

- The RTC Steering Committee recommends that such independent work be reserved for advanced students (second year and beyond); that is, students who have completed the bulk of their coursework. The expectation is that beginning students should be joining in the conversation of the communities of their peers and their faculty in the regularly scheduled courses, and not substituting independent work for coursework. Such independent work must not impede the students' progress in regularly scheduled courses.
- During summer semesters, students receiving Michigan Tech support MUST register for credit (Students who are not supported by Michigan Tech are not required by us to register, though they may have other obligations for loans, etc.) That credit may be either in the form of a course (usually 3 credits) if so advised by their faculty advisor OR one credit of independent study. All students should consult with their advisors before registering for summer; no student will be allowed to sign up for independent work without prior WRITTEN approval of the faculty and graduate advisor.
- MS students working on theses or project should register for HU5990 or HU5991 respectively; they must meet with their advisors before registering.
- PhD students preparing for comprehensives enroll in HU6903 during the semesters immediately before and during the taking of their comps.
- All and only those PhD students working on dissertations after passing their comprehensive examinations should enroll for HU6990 Dissertation Research credits.