



# UNIVERSITY of ALASKA SOUTHEAST

JUNEAU CAMPUS  
REGISTRAR'S OFFICE  
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## SPECIAL COURSE CONTRACT

Student name \_\_\_\_\_

Semester/Year

Course Contract Type

Spring/Year 20\_\_\_\_

Directed Study

Summer/Year 20\_\_\_\_

Independent Study\*

Fall/Year 20\_\_\_\_

Internship\*

Student ID# \_\_\_\_\_

NOTE:

Practicum\*

- Print clearly.

Research\*

- All signatures and dates are required.

Thesis\*

- Both student and faculty MUST complete the information requested on this form.

\*Complete BOTH PART A and B

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

-A Course Registration Form or Course Add/Drop Form must accompany this contract.

### PART A. Course Information

Subject \_\_\_\_\_

Course # \_\_\_\_\_

Title \_\_\_\_\_

Letter  Pass/Fail  No  Yes: \$ \_\_\_\_\_

Credits \_\_\_\_\_

Grading \_\_\_\_\_

Additional Fees

All UAS payment policies apply.

Printed name of instructor \_\_\_\_\_

### PART B. Course Outline

Attach the following:

1. Description

6. Required Materials / Sources

Course Outline attached

2. Objectives / Course Goals

7. Course Policies

3. Student Learning Outcomes

8. Required Hours

4. Instructional Methods

9. Grading Criteria

5. Assessment / Evaluation

✕

Student signature \_\_\_\_\_

Date \_\_\_\_\_

✕

Head of Academic Unit printed name / signature\* \_\_\_\_\_

Date \_\_\_\_\_

✕

Instructor signature \_\_\_\_\_

Date \_\_\_\_\_

✕

Internship Work Supervisor printed name / signature\*\* \_\_\_\_\_

Date \_\_\_\_\_

\*Dean of the Schools of Career Education or Education; Chair of the Departments of Business and Public Administration, Social Sciences, Natural Sciences, or Humanities

\*\*Internships only

### Definitions

**Directed Study** - a catalog course taken on an individual contract basis by a program student with an instructor. Course is identical to catalog in title, objectives, content, and evaluative criteria. Normally approved only in a semester the course is not offered.

**Independent Study** (Course numbers ending in -97) are available for program students at the 200, 300, and 400 level, and at the 600 level in graduate subjects only. The course content, learning, and evaluative criteria are developed primarily by the student with guidance from the instructor. No more than 12 credits of Independent study may be applied to a baccalaureate degree. Minimum hours required: 1 cr = 37.5 hr, 2 cr = 75 hr, 3 cr = 112.5 hr

**Internship\*\*\*, Practicum, Research, and Thesis** - 50 hrs per credit (60 hrs for the Department of Business & Public Administration). See academic catalog.

OFFICE USE ONLY

\*\*\*UAS Title IX Reference Guide for Off-Campus Programs and Activities will be provided to Internship Sponsors.

OFFICE USE ONLY

CRN

SUBJECT

COURSE #

SECTION

PROCESSED BY

DATE