

Name: _____

A#: _____

Date: _____

Email: _____

REQUEST FOR ENROLLMENT IN
DIRECTED READINGS COURSES

Enrollment in a Directed Readings course requires permission from:

- (1) the supervisor under whom you expect to do the work, and
- (2) the Head of the Department of History.
- (3) For Graduate Students: The Graduate Program Coordinator

The supervision of work done in these courses is an overload for the instructor and must be approved by the Department Head.

FOR UNDERGRADUATES:

The purpose and workload of undergraduate directed studies courses have been defined by the departmental faculty. The purpose of such a course is for the student to be able to expand upon topics to which he/she was introduced in an undergraduate course already completed at this or a comparable university.

Undergraduate students should be required to read a minimum of 1,300 pages or complete an equivalent project, give a written report on each work read or each project completed, and complete a minimum of three hours oral reporting per credit hour earned. **Students shall be restricted to three credit hours of readings to be attributed toward a minor, and three credit hours maximum for a major.** No students shall be allowed to sign up for more than one directed studies course of three hours total credit per semester.

The purpose and workload of internship courses have been defined by the departmental faculty.

Each internship requires at least three (3) hours of work each week for each credit taken (45 work hours per credit for entire semester).

FOR GRADUATE STUDENTS:

Internship courses require at least four (4) hours of work each week per credit, or a minimum of 56 hours for the semester. Supervisors may set higher expectations.

Students may apply three credits of Directed Readings (HIST 6900) toward their degree; an additional three credits *may* be allowed (up to a maximum of six credits) with formal approval from both the student's Committee Chair and the Director of Graduate Studies. Approximately 1200 pages of reading is required per credit.

All students must submit the following form with all signatures, to the department administrative assistant before they will be accepted for enrollment in any directed studies or internship course.

I am enrolling in:

Semester/Year: _____

- _____ HIST 4930 (Undergraduate Directed Readings) for ____ (1-3) credits.
- _____ HIST 4940 (Undergraduate Internship) for ____ (1-3) credits.
- _____ RELS 4520 (Religious Studies Internship) for ____ (1-3) credits.
- _____ RELS 4930 (Religious Studies Directed Readings) for ____ (1-3) credits.
- _____ GRK 4930 (Greek Directed Readings) for ____ (1-3) credits.
- _____ LATN 4930 (Latin Directed Readings) for ____ (1-3) credits.
- _____ HIST 6500 (Archiving Internship) for ____ (2-4) credits.
- _____ HIST 6520 (Editing Internship) for two credits.
- _____ HIST 6540 (Museum Internship) for ____ (2-4) credits.
- _____ HIST 6560 (Professional Internship) for ____ (2-4) credits.
- _____ HIST 6580 (Teaching Internship) for two credits.
- _____ HIST 6900 (Directed Readings) for ____ (1-3) credits.
- _____ ALC 6900 (Directed Readings) for ____ (1-3) credits.

Please describe your course of study below or attach a separate sheet (REQUIRED).

Instructor/Supervisor signature

Student signature

Instructor/Supervisor printed name

GPC Signature

Department Head signature