

Office Use Only
CRN: _____
Section: _____

HIST 485, 491, 497: Directed Studies Contract
 Department of History

Student Name:	UIN:
Faculty Name:	Term & Year Requested:
Number of Credit Hours (0 – 3):	Grading Method:
<p><u>Indicate whether the course will be 485, 491, or 497.</u> Provide a brief description of this directed studies opportunity. Include the aims of the project/research, how the student’s progress will be assessed, and how often the faculty member and the student will meet throughout the semester.</p>	
<p>Is this course being completed for Honors credit? If yes, form requires approval of student’s Department Head.</p>	
	<p>Yes No</p>

By signing below, I confirm we met and have agreed upon the terms of this contract.

 Faculty Signature & Date

 Student Signature & Date

 Student's Dept. Head Approval Signature &
 Date (for 497 only)

Choosing the Correct Course for Enrollment

1. HIST 485: Directed Studies – This course should be used for topics not covered in established courses in History. In some cases, this might include coursework for a course not being offered in a particular term, but that a faculty member wishes to teach with a small/specific group of students.
2. HIST 491: Research – This course should be used for the purpose of conducting research relevant to the field of History, under the supervision of a faculty member authorized by the department to teach/research in the field.
3. HIST497: Honors Directed Studies – This course should be used by Honors students for topics not covered in established courses in History. In some cases, this might include coursework for a course not being offered in a particular term, but that a faculty member wishes to teach with a small/specific group of honors students.

Steps in Acquiring Approval for and Enrollment in HIST 485, 491, &/or 497 Coursework

1. Students interested in pursuing directed studies credits should inquire with faculty in the department. The best place to start would be with faculty with whom you've interacted and/or taken courses previously.
2. When a faculty member who is willing and able to supervise directed studies credits is identified, the faculty and student will work together to complete the contract (page 1 of this document). Upon completion, both the faculty member and the student should sign the form. HIST497 also requires the signature of the student's Department Head.
 - a. Students and faculty should discuss the amount of work required to fulfill the number of credit hours for which the student is registering.
 - b. Directed studies credits can be completed for letter or satisfactory/unsatisfactory (pass/fail) grading. Students can speak with faculty and their academic advisor about the considerations of pass/fail grading vs. letter grading.
3. The form should then be routed to Director of Undergraduate Studies (Dr. Brian Rouleau-brianr@tamu.edu) and Mary Speelman (marylgspeelman@tamu.edu) in the HIST office.
4. Contracts need to be submitted **by the fourth day of add/drop week** to ensure enrollment in that semester.