# Directed Study Course Proposal Form

Submit this completed form by the semester’s Add Deadline to Jaharis Room 123 or email to michelle.frankfort@tufts.edu

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**NAME:** 

**STUDENT ID:**

**NAME OF FRIEDMAN FACULTY SPONSOR:**

**SEMESTER YEAR:**

- **FALL**
- **SPRING**
- **SUMMER**

**Note:** Directed Study Course Enrollment is processed in SIS for the fall and/or spring semester, but the work can be completed during the summer semester (please discuss with Friedman Registrar if you need to enroll in summer).

**WRITE BELOW THE DIRECTED STUDY COURSE TITLE TO BE PRINTED ON YOUR TRANSCRIPT**

(your title may be abbreviated in SIS; only 24 characters including spaces between words is available in SIS):

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Students cannot independently enroll via SIS in a Directed Study course and must complete this Form for enrollment to be officially processed in SIS by Friedman’s Registrar. The deadline for submission of the Directed Study Course Proposal Form is the Add Deadline for the semester (for the Add Deadline date, refer to Friedman’s Academic Calendar).

Friedman’s Directed Study course is a mechanism for a student to receive academic credit for work completed under the tutelage of a Friedman faculty member sponsor. This is generally on a one-to-one basis with the student taking major responsibility for his/her progress. Research conducted in a laboratory during a Directed Study course project can be either problem-oriented or technique-based.

Directed Study courses must be supervised by a Friedman School appointed faculty member. Students who wish to do a Directed Study course with someone other than a Friedman School faculty member must have a Friedman School Faculty sponsor who approves this Directed Study form and coordinates with the non-Friedman faculty member serving as an informal sponsor/mentor for the Directed Study course. The Friedman School Faculty Sponsor is responsible for submitting the final grade in SIS (in coordination with the non-Friedman faculty member).

No more than 12 semester hour units (SHUs) of Directed Study coursework may be applied for fulfillment of a Friedman degree and no more than 6 semester hour units (SHUs) of Directed Study coursework may be taken with the same Friedman faculty member. Research conducted as part of a Directed Study project may be used to generate preliminary data (but only preliminary data) for a dissertation (for PhD students). Students conducting thesis research should contact Friedman’s Registrar for enrollment in NUTR 0501: Research Practicum.

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**FINAL GRADING MEASUREMENT**

(check one):

- WRITTEN EXAM
- ORAL EXAM FINAL
- PAPER
- OTHER

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**Check one box below:**

- NUTR 0397: Directed Study Course, 3 semester hour units, Satisfactory/Unsatisfactory Grading Basis (Approximately 120 hours)
- NUTR 0397: Directed Study Course, 1.5 semester hour units, Satisfactory/Unsatisfactory Grading Basis (Approximately 60 hours)
- NUTR 0497: Directed Study Course, 3 semester hour units, Letter Grading Basis (Approximately 120 hours)
- NUTR 0497: Directed Study Course, 1.5 semester hour units, Letter Grading Basis (Approximately 60 hours)

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**Friedman Faculty Sponsor Approval:**

**Date:**

**Division Chair/Program Director Approval:**

**Date:**

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*REQUIRED FOR ENROLLMENT: ATTACH TO THIS FORM A MINIMUM OF 2-3 PARAGRAPHS DESCRIBING THE INTELLECTUAL CONTENT, AND QUESTIONS YOU WILL ADDRESS IN YOUR DIRECTED STUDY COURSE AND INCLUDE HOW THE TOPIC WILL BE STUDIED. ALSO, INCLUDE THE SPECIFIC ACTIVITIES AND RESPONSIBILITIES THAT YOU ARE EXPECTED TO COMPLETE FOR THIS COURSE AS DISCUSSED WITH YOUR FACULTY SPONSOR. IF YOU ARE FOLLOWING A COURSE SYLLABUS FOR YOUR DIRECTED STUDY COURSE, ATTACH THE SYLLABUS TO THIS FORM.*

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If applicable, write above the name of the non-Friedman faculty member serving as an informal sponsor/mentor for this Directed Study course.

The Friedman School Faculty Sponsor is responsible for submitting the final grade in SIS (in coordination with the non-Friedman faculty member).

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Revised 8/2018

If you are a MAC user, the “Preview” feature is not compatible for PDFs with Adobe Acrobat. Please print out a hardcopy to fill out and submit.