

Directed Study Course Proposal Form

Once you have completed the form, the proposal for your directed study as noted in the guidelines on page 2, and obtained all of the required approvals (email approval is fine), please submit to alexis.smith@tufts.edu by the semester's Add deadline to be enrolled in the course via SIS. (You cannot self-enroll via SIS.)

Student Name: _____ ID #: _____

Title (only 26 characters for SIS): _____

Print name of your Faculty Sponsor (eligible sponsors are listed in the "Faculty" blue tab on this webpage:

<https://nutrition.tufts.edu/faculty/faculty-directory/>): _____

Semester and year of enrollment for your Directed Study Course Proposal: _____

Semester Hour Units (1.5 SHUs - approx. 60 hours OR 3 SHUs - approx. 120 hours): _____

Grading Basis (Letter Grade or Satisfactory/Unsatisfactory): _____

Please indicate if you are pursuing enrollment in a directed study course with an HNRCA faculty member, and/or with an HNRCA laboratory, and/or plan to use HNRCA data sets (YES or NO): _____

Your Faculty Sponsor's Approval: _____ Date: _____

Print name of your Academic Advisor: _____

Your Advisor's Approval: _____ Date: _____

NEW! YOU DO NOT NEED YOUR DIVISION CHAIR/PROGRAM DIRECTOR'S APPROVAL BELOW UNLESS YOUR FACULTY SPONSOR IS ALSO YOUR ACADEMIC ADVISOR:

Print name of your Division Chair/Program Director, if needed: _____

Your Division Chair Program Director's Approval (if needed):

_____ Date: _____

Print name of Non-Friedman School faculty member serving as an informal sponsor/mentor:

If applicable, write above the name of the non-Friedman School 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). Refer to the Directed Study Courses section in the Policies and Procedures Handbook for more details.

DIRECTED STUDY POLICIES TO BE AWARE OF WHEN COMPLETING THIS FORM:

- 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).
- Students cannot use the Directed Study as a mechanism to register for a course that is offered at a school that is not an approved cross-registration partner (no reciprocity) or at a school in the summer semester that is not the Friedman School or Tufts Public Health.
- Students are allowed to apply a maximum of 12 semester hour units (SHUs) of Directed Study coursework for fulfillment of a Friedman degree.
- Students are allowed to enroll in a maximum of 6 semester hour units (SHUs) of Directed Study coursework with the same Friedman School faculty member.

INSTRUCTIONS TO HELP YOU WRITE YOUR PROPOSAL FOR THE DIRECTED STUDY:

For your proposal to be approved, you must use the section titles listed in the template below (section titles are bolded and instructions/examples are italicized in template). You may include other information and sections as needed. Also, if applicable, please specify the HNRCA affiliation connection to your Directed Study Course Proposal.

TEMPLATE:

Name:

Title: (must use the same Directed Study course title that is on the first page of this form)

Description of the Directed Study:

Learning Objectives:

- Objective 1
- Objective 2
- Etc.

Role of Faculty Sponsor:

Communication Plan and Feedback Meetings with Faculty Sponsor:

- How will you communicate with your faculty sponsor throughout the semester?
- How often will you follow up with your faculty sponsor to ensure you are staying on track with your timeline?

Approach and Timeline:

- What is the breakdown of topics that you will cover to satisfy the learning objectives above?
- Include a detailed timeline with dates for each topic studied (think of modules or sections in a typical course).
- What materials/tools are being used to supplement your learning for each topic? Examples: journal articles, textbook chapters, lecture notes, presentations, etc.

Deliverables:

- What kind of assignments will be used to track comprehension of topics listed above in "Approach and Timeline?"

Examples: written journal assignment, slideshow summary, oral discussion with faculty sponsor, etc.

Final Assessment Options:

- How will your faculty sponsor assess your understanding of all materials covered at the end of the course?

___ Oral Presentation ___ Written Paper ___ Publication ___ Other: _____

Overall Assessment and Grading:

- For overall assessment provide a brief description of the exercises and/or activities you will be working on toward completing your Oral Presentation or Written Paper or Publication or Other assessment option. Detail how your faculty sponsor will evaluate/utilize (as appropriate) the exercises/activities for final grading. **The passing letter grade at the Friedman School is a B minus.**