

VARIABLE UNIT COURSE INSTRUCTIONS

(DES 99, 197T, 198, 199, 299, 299D)

Paperwork must be completed and CRN obtained by last day to add.

TO OBTAIN ACADEMIC CREDIT (UNITS) FOR AN INDEPENDENT STUDY (199, 299, 299D), OR FOR GROUP STUDY (198) OR FOR TUTORING (197T) YOU MUST:

Have completed 84 units. If you have not completed 84 units, you are only eligible for DES 99 or 197T.

For independent or group study units (99, 198, 199, 299, 299D), you must have an idea of a research topic/project you would like to pursue. For tutoring units (197T), you must have successfully passed the course for which you wish to assist.

Ask a faculty member to sponsor you (note: the faculty member may not be available – already sponsoring too many students or already have an assistant lined up – ask early). In order to sponsor you, faculty typically will want you to have taken a class with them previously. **Independent Study projects must be sponsored by a faculty member.** Faculty and lecturers may co-sponsor independent study, but both parties must agree and sign the form. 197T classes may be sponsored by either a faculty member or lecturer.

Design Faculty

Susan
Avila
Christina
Cogdell
Glenda
Drew
James
Housefield

Mark
Kessler
Helen **Koo**
Tim **McNeil**

Kosta **Papamichael**
Emily **Pilloton**
Simon **Sadler**
Michael **Siminovitch**

Design Lectures

Brett **Snyder**
Susan **Verba**
Jiayi **Young**

Susan **Abplanalp**
Melissa **Chandon**
John **Driscoll**
David **Hurwich**
Marc **Ishisaka-Nolfi**

Rose **Kelly**
Mathew **Lechovick**

Barbara **Molloy**
Gale **Okumura**
Joseph **Pierre**
Mahan **Soltanzadeh**
Adele **Zhang**

Fill out the accompanying paperwork (including the “lab notification” form if applicable). Get signature from your faculty sponsor.

Once you have the paperwork complete and the signature of your sponsor, make two copies of the paperwork (one for faculty sponsor and one for advising staff to put in your student file - you keep the original). Also give a copy of the lab notification form to the appropriate manager if you will be utilizing space.

Bring a copy of the paperwork to the Advising Office. At this point, you will be given a CRN. Log on to SISWeb and use the CRN to add the units. **You will need to go into “Change Grade Mode or Change Variable Units”** and input the number of units you and your faculty sponsor have agreed upon. Make sure you double check to see that the course is listed on your schedule **and** you have enrolled for the correct number of units.

Number of units is determined by the faculty. Typically, 30 hours of work during the course of a quarter equals 1 unit; 60 hours equals 2 units and so on. 99, 197T, 198, 199 units have a maximum of 5 units per quarter and 20 units total toward graduation. DES 299/299D units have a maximum of 12 units per quarter and no overall maximum.

Make sure you meet regularly with your faculty sponsor throughout the quarter and turn in your work by the last day of instruction.

INFORMATION ON VARIABLE UNIT COURSES

COURSE DESCRIPTIONS

- 99 Special Study for Undergraduates. An individual, research-oriented variable unit course of study designed for one under the supervision of one faculty member.
- 198 Directed Group Study for Undergraduates. A research-oriented variable unit course of study for a group of students designed under the supervision of one faculty member
- 199 Independent Study for Advanced Undergraduates. Upper division counterpart of course 99. At least 84 units of credit must have been completed in order to enroll in 199 courses. (DD Reg. 532)
- 197T (Tutoring) Courses for students desiring to tutor in a subject in which they are proficient.
- 299 Special Study for Graduate students.
- 299D Project Concentration for Graduate students.

POLICIES AND REGULATIONS

Each variable-unit course must be actively supervised by an officer of instruction who holds a lecturer or professional title. (DD Reg. 531)

Credit in special study courses for undergraduates (99, 199) is limited to FIVE units per term. (As Rng. 764)

GRADING

Variable-unit courses will be graded on a Pass/Not Passed or Satisfactory/Not Satisfactory basis.

CONTRACT FOR VARIABLE UNIT DESIGN COURSE

TO BE COMPLETED BY THE STUDENT

() 99 () 197T () 198 () 199 () 299 () 299D

Quarter (circle one): F W S SSI SSII YEAR_____

Student Name (please print) _____

Signature _____

Address _____

Phone Number _____ Student ID

Major _____
College _____

E-mail _____

Other special study courses this quarter: Department: _____ Course: _____

(University regulations limits students to 5 units of 199 per term)

Have you completed 84 undergraduate units to this date? Yes _____ No _____

Qualifications (List specific courses and/or experiences that enable you to complete this special project or tutoring experience):

Goals (Elaborate on reasons for taking and/or projected outcomes of this experience):

Course Plan or Tutoring Responsibilities (Explain precisely the work to be undertaken – subject matter, text, reading, course to be tutored, specific responsibilities or duties you will have).

Faculty complete reverse side
TO BE COMPLETED BY INSTRUCTOR

Faculty name) _____ Sponsor _____ (print)

Mode of Instruction: Discussion _____ Conference _____
Studio/Laboratory _____

Library _____ Fieldwork _____ Clinic Other (Explain)

Student/Faculty (hours/week) _____ Contact

Tutoring (ONLY) _____ hours/week (197T)

Total units requested _____ (3 hours/week = 1 unit of undergraduate credit)

Mode of evaluation: Examination _____ Paper _____ Journal _____
Projects _____

Other _____

Criteria for passing grade

I have read the above and approved the student work to be undertaken:

Faculty
Signature _____

DES 99, 198, 199, 299, 299D LAB NOTIFICATION

(Complete only if you plan to use the following spaces: Dye Lab, Sewing Lab, Darkroom, Woodshop,
and Computer Lab)

Student Name _____
Date _____

Address _____

Phone _____

Design 99, 199, 299, 299D _____ Quarter,
20 _____

