

## DES VARIABLE UNIT COURSE INSTRUCTIONS (DES 99, 197T, 198, 198F, 199, 199F)

**Paperwork must be completed and CRN obtained by 12<sup>th</sup> day of instruction, the last day to add courses.**

TO OBTAIN ACADEMIC CREDIT (UNITS) FOR ALL 100-LEVEL DESIGN VARIABLE UNIT COURSES INCLUDING INDEPENDENT STUDY (199, 199F), OR GROUP STUDY (198, OR 198F) YOU MUST HAVE COMPLETED 84 UNITS OF COURSEWORK. If you have not yet completed 84 units, you are only eligible for DES 99 or 197T.

For independent or group study units (99, 198, 199), 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.

Instructions for registering for DESIGN variable unit courses:

1. Ask a DESIGN faculty member or lecturer to instruct you as your “faculty sponsor” (note: the faculty or lecturer may not be available – already sponsoring too many students or already have an assistant – so ask early). In order to sponsor you, faculty members or lecturers will typically will want you to have previously taken a class with them. Faculty and lecturers may co-sponsor independent study, but both parties must agree and sign the form.
2. Fill out the attached paperwork (including the “lab notification” form if applicable). Obtain a signature from the DES faculty or lecturer serving as your “faculty sponsor.”
3. Submit a copy to [artoffice@ucdavis.edu](mailto:artoffice@ucdavis.edu) and send a copy with the “faculty sponsor” and retain a copy for your records. (If you will be utilizing lab space give a copy of the lab notification form to the appropriate lab manager.)
4. You will receive an email from the DES advising staff with the CRN needed to register for the variable units on Schedule Builder. After registering, **you will need to go to “Change Variable Units”** and input the number of units you and your faculty/lecturer sponsor have agreed upon. The system defaults to 1 unit. **Confirm that the course is listed on your schedule and that you are registered for the correct number of units.**

Number of units is determined by the faculty sponsor. Typically, 30 hours of work during the course of a quarter equals 1 unit; 60 hours equals 2 units, and so on. Note that DES 99, 197T, 198, 199 units have a maximum of 5 units per quarter and 20 units total toward graduation.

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 under the supervision of one faculty sponsor. Prerequisite: consent of instructor. (P/NP grading only.)
- 198 Directed Group Study for Undergraduates. A research-oriented variable unit course of study for a group of students under the supervision of one faculty sponsor. Prerequisite: upper division standing and consent of instructor. (P/NP grading only.)
- 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.  
Prerequisite: upper division standing and consent of instructor. Leading of small discussion groups or studio meetings affiliated with one of the department's regular courses. (P/NP grading only.)

### 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.

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## CONTRACT FOR VARIABLE UNIT DESIGN COURSE

### TO BE COMPLETED BY THE STUDENT

( ) 99 ( ) 197T ( ) 198 ( ) 198F ( ) 199 ( ) 199F

Academic Quarter (circle one): F W S SSI SSII YEAR \_\_\_\_\_

Student Name (please print) \_\_\_\_\_

Signature \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Student ID Number \_\_\_\_\_

Major \_\_\_\_\_ College \_\_\_\_\_

E-mail \_\_\_\_\_

University regulations limits students to 5 units of 199 per academic quarter. Are you enrolled in other special study courses this quarter? If yes, please list here:

Department: \_\_\_\_\_ Course: \_\_\_\_\_ Number of Units: \_\_\_\_\_

Have you completed 84 undergraduate units? 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 Sponsor completes the reverse side\***

**TO BE COMPLETED BY FACULTY SPONSOR**

Mode of Instruction:

Discussion ( ) Conference ( ) Studio/Laboratory ( ) Library ( ) Fieldwork ( ) Clinic ( )

Other: (Explain)

\_\_\_\_\_

Student/Faculty Sponsor contact hours per week \_\_\_\_\_

Tutoring hours per week (197T ONLY) \_\_\_\_\_

Total units requested \_\_\_\_\_ (3 hours per week = 1 unit of undergraduate credit)

Mode of evaluation: Examination \_\_\_\_\_ Paper \_\_\_\_\_ Journal \_\_\_\_\_ Projects \_\_\_\_\_

Other \_\_\_\_\_

**Grading is Pass/No Pass. Criteria for passing grade:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

Faculty Sponsor (print name) \_\_\_\_\_

Faculty Sponsor  
Signature \_\_\_\_\_

## DES 99, 198, 198F, 199, 199F LAB NOTIFICATION

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

Student Name (please print) \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_

Email: \_\_\_\_\_

Course: ( ) 99 ( ) 198 ( ) 198F ( ) 199 ( ) 199F

Academic Quarter (circle one): F W S SSI SSII YEAR \_\_\_\_\_

GENERAL DESCRIPTION OF PROJECT:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date to be completed \_\_\_\_\_

Faculty Sponsor

Signature \_\_\_\_\_

PLEASE NOTE: The Department does not receive any funding for 99, 199 classes so it cannot provide you with the supplies you will be using in your special studies. You are welcome to utilize our laboratory space but you will have to supply your own fabric, dye supplies, weaving elements, etc.

SEND TO: Supervisor of the Sewing Lab/Dye Lab  
Supervisor of the Woodshop  
Supervisor of the Computer Lab