

Directed Study Course Proposal Form

TO BE ENROLLED IN A DIRECTED STUDY COURSE VIA SIS YOU MUST COMPLETE THIS FORM, ATTACH YOUR PROPOSAL OR A COURSE SYLLABUS TO THE FORM, AND SUBMIT IT TO JAHARIS ROOM 123 OR michelle.frankfort@tufts.edu BY THE SEMESTER'S ADD DEADLINE.

NAME: _____ STUDENT ID: _____

NAME OF FRIEDMAN FACULTY SPONSOR: _____

SEMESTER YEAR: FALL _____ SPRING _____ SUMMER _____

Note: Directed Study 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:
(Friedman's Registrar may need to abbreviate the title as needed to conform to SIS.)

SEMESTER HOUR UNITS AND GRADING BASIS:

CHECK ONE BOX BELOW TO INDICATE THE DIRECTED STUDY COURSE'S SEMESTER HOUR UNITS (1.5 OR 3.0) AND THE ASSOCIATED GRADING BASIS (SATISFACTORY/UNSATISFACTORY OR LETTER GRADE)

<input type="checkbox"/>	NUTR 0397: Directed Study Course (139371), 3 semester hour units, Satisfactory/Unsatisfactory Grading Basis (Approx. 120 hrs.)
<input type="checkbox"/>	NUTR 0397: Directed Study Course (135600), 1.5 semester hour units, Satisfactory/Unsatisfactory Grading Basis (Approx. 60 hrs.)
<input type="checkbox"/>	NUTR 0497: Directed Study Course (139604), 3 semester hour units, Letter Grading Basis (Approx. 120 hrs.)
<input type="checkbox"/>	NUTR 0497: Directed Study Course (136001), 1.5 semester hour units, Letter Grading Basis (Approx. 60 hrs.)

The approvals below indicate approval of the attached course proposal or course syllabus in addition to the grading basis and semester hour units detailed above.

Note: Some faculty sponsors prefer that students submit a directed study course syllabus instead of a directed study course proposal.

Friedman Faculty Sponsor Approval: _____ **DATE:** _____

Academic Advisor Approval: _____ **DATE:** _____

Division Chair/Program Director Approval: _____ **DATE:** _____

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).

Please review the Directed Study Courses section in the Policies and Procedures Handbook for detailed Directed Study course enrollment requirements: <https://nutrition.tufts.edu/about/policies-and-procedures>.

IMPORTANT:

- 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).
- 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.

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.*