



DEPARTMENT OF
APPLIED INDIGENOUS
STUDIES

Approval Form for Undergraduate
INDIVIDUALIZED

Name: _____
 Student ID: _____
 Current Address: _____

 Telephone Number:()

Please PRINT clearly

Check the course for which you are registering:

- AIS 408 FIELDWORK EXPERIENCE (INTERNSHIP) (1-12)
 AIS 497 UNDERGRADUATE INDEPENDENT STUDY (1-3)

| | | | |
|----------------------------|--|---|--|
| SEMESTER/YEAR | | STUDENT'S MAJOR DEPARTMENT | |
| # of CREDIT HOURS proposed | | AIS Department Chair / Director of Student's Individualized Study | |

Students seeking to enroll in Individualized Studies courses in AIS must complete the following BEFORE registering for the course:

- 1) DISCUSS THE PROPOSED STUDY WITH YOUR ADVISOR.
- 2) OBTAIN THIS REGISTRATION FORM FROM THE AIS SUPPORT OFFICE. FILL OUT THE FORM AND ATTACH A DETAILED DESCRIPTION OF THE PROJECT, INCLUDING THE APPROXIMATE NUMBER OF HOURS OF WORK INVOLVED AND THE SPECIFIC CONTENT AND REQUIREMENTS OF THE STUDY.
- 3) HAVE THE FORM APPROVED (SIGNED) BY YOUR AIS DEPARTMENT CHAIR OF STUDY, AND BY YOUR ADVISOR IN YOUR MAJOR DEPARTMENT.
- 4) RETURN THE FORM TO THE AIS DEPARTMENT OFFICE AND THE FORM WILL ROUTE IT TO THE DEPARTMENT CHAIR FOR FINAL APPROVAL.
- 5) CHECK BACK WITH THE DEPARTMENT BEFORE REGISTERING FOR VERIFICATION OF FINAL APPROVAL AND FOR THE SEQUENCE NUMBER OF THE COURSE.

Guidelines for Individualized Studies:

- **1 credit hr** = 51 - 71 clock hours in study, research or lab
- **2 credit hrs** = 102 - 122 clock hours in study, research or lab
- **3 credit hrs** = 153 - 173 clock hours in study, research or lab

A WEEKLY WRITTEN LOG OF HOURS WORKED ON THE STUDY IS REQUIRED. AT THE COMPLETION OF THE PROJECT, AN APPROPRIATE WRITTEN REPORT MUST BE SUBMITTED TO THE INSTRUCTOR. THE INSTRUCTOR WILL FORWARD THE FINAL GRADE TO THE DEPARTMENT CHAIR. INDIVIDUALIZED STUDIES ARE GRADED ON A PASS-FAIL BASIS. NUMBER OF CREDITS COUNTED TOWARD A DEGREE, MAXIMUM CREDITS ALLOWED PER COURSE, FEES, AND OTHER POLICIES VARY DEPENDING ON THE COURSE AND THE DEGREE PROGRAM.

APPROVAL

Student Signature

AIS Department Chair / Date

Date

Student's Faculty Advisor / Date

Instructor's Approval / Date