



## SPECIAL STUDIES 49 or 98 COURSES APPLICATION

FALL  SPRING  SUMMER  20\_\_\_\_

LAST NAME\_\_\_\_\_ FIRST NAME\_\_\_\_\_ SID#\_\_\_\_\_

PREVIOUS "49" units\_\_\_\_\_ AND/OR "98" units\_\_\_\_\_ (total allowable = 6 units)

PRIOR COURSE IN DEPARTMENT?  YES  NO

NOTE: Total enrollment over 18 units requires an approved petition.

COURSE NAME AND NUMBER:\_\_\_\_\_ SECTION # \_\_\_\_\_

UNITS:\_\_\_\_\_ (1-2-3 units = 3-6-9 hours/week)

### DETAILED COURSE DESCRIPTION

Please describe the nature and extent of proposed study, listing specific outcomes and objectives, according to the directions see on the attached worksheet:

STUDENT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

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### APPROVAL:

\_\_\_\_\_  
Supervising Faculty

\_\_\_\_\_  
Department Chairperson

\_\_\_\_\_  
Supervising Administrator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



### **Special Studies 49 and 98 Courses - Description and Information**

Special project courses are offered to provide an opportunity for students to further their knowledge and skills in a specific subject. They provide students with the experience in planning and outlining a course of study on their own initiative under instructor and departmental supervision. The 49 series generally involves an academic research project. The 98 series provides an opportunity for applied course work and may include classroom laboratory teaching assistance.

These courses provide experience in working independently of a formal classroom situation and hopefully will instill in students a commitment to continuing independent self-education in the years following formal higher education.

SJRC believes many of its students have reached a point of competence and self-discipline necessary to carry out special project courses. These courses will be considered as elective credit in the particular department in which the courses are offered.

It is recommended that students who consider enrolling for special project courses should have completed a minimum of one semester of college work and should have taken at least one previous course in the specific department in which he or she will do independent study. Students enrolling in 98 courses must pursue a major in the occupational areas of which the special project is a part.

An eligible student desiring to register for 49/98 courses must first develop his/her own project and submit this in writing for the approval of the instructor who will guide the project, approval of the chairperson of the department in which the course is offered, and finally the approval of the appropriate Supervising Administrator.

#### **Application forms are available at the corresponding Service Center or department office.**

The instructor' approval of a 49/98 course indicates that the applicant has adequate preparation for the proposed study. The privilege of "special projects" courses is limited to students who have at least a 2.00 (C) grade average in all courses previously taken in the field or department in which the "special project" is to be taken either in this institution or in work which may have been attempted at other institutions. Students who are on academic probation are ineligible for independent study. These requirements may be waived in exceptional cases.

Regular meetings are held between the student and instructor. Examinations, including a final, plus field trips, term papers, and other assignments may be required by the instructor.

A total of six (6) units credit is allowed toward the AA degree or toward the 60 unit transfer requirement for any combination of 49 and 98 courses. It is recommended that three (3) independent study units per semester be considered a reasonable load.

#### **A total enrollment of more than 18 units per semester requires an approved petition.**

## **Procedures for Processing Special Studies 49 and 98 Course Applications**

1. See the catalog or review the attached policy statement about the nature of special studies before completing the Special Studies 49/98 form. This form must be typed or neatly printed in ink. The student and instructor fill out this form together.
2. The detailed course description represents a contract between the student and the instructor, and should include the following:
  - a) A brief yet specific description of the nature of study to be pursued, including a list of content and scope of study.
  - b) A description of the outcomes and objectives (generally three or more) expected upon completion of the course of study. On what basis will the final grade be awarded?
  - c) A description of the evaluation process for measuring achievement of the proposed outcomes and objectives.

In order to assist the student in developing a list of objectives, the following questions can be answered on the worksheet for Special Studies 49/98:

- 1) What are you planning to achieve?
  - 2) How do you intend to accomplish this?
  - 3) When are you going to complete this objective?
  - 4) How will the completed objectives be measured?
2. Students should submit the completed forms to the Service Center or Department Office well before, but not later than, one week before the deadline for adding classes to allow time for any necessary revisions.
  3. The student is responsible for securing the signatures of the Department Chair and the Supervising Administrator before special projects are considered approved. Completed forms signed by the Department Chair should be delivered to the office of the Supervising Administrator for signature. Approved forms will be available for student pickup in the Service Center or Department Office within two full working days.

**Please note that a Special Project 49 or 98 course is a full semester-length credit course, and must be added during the regularly scheduled add/drop period as specified by Admissions and Records.**

**A petition for late registration or add/drop must be submitted to Admissions and Records for approval if the application is submitted after the deadline for adding a semester-length class.**

**Special Studies applications should NOT be submitted after the last day to register/add a semester-length course (first census).**