

CRD 99 & 199 ~ HDE 99, 190C & 199

COURSE CONTRACT

COURSE DESCRIPTIONS

- 99. Special Study for Undergraduates (1-5 units) I, II, III. (P/NP grading only)**
A research oriented course of study, designed for individual students working on academic projects in conjunction with a department faculty person.
- 190C. Introductory Research Conference (1 unit) I, II, III. (P/NP grading only)**
Discussion – 1 hr. Prerequisite: involvement in ongoing research. Instructors lead discussions with undergraduate students who involve themselves in research projects. Research papers are reviewed and project proposals (developed out of class) are presented and evaluated. May be repeated for credit.
- 199. Special Study for Advanced Undergraduates (1-5 units) I, II, III. (P/NP grading only)**
Upper division counterpart of course 99. At least 84 units of credit must have been completed to enroll in 199 [DD Reg.532]

ENROLLMENT CHECK LIST

1. Read contract instructions
2. Complete the page titled, "Students Complete This Section"
3. Meet with your faculty sponsor
 - a. Review the contract work plan together
 - b. The faculty sponsor completes the page titled, "Faculty Complete This Section"
 - c. Obtain your faculty sponsor's signature on the contract
 - i. Make sure the faculty sponsor is identifiable - a name and/or email must be printed on the form
4. Be sure you have provided your signature on the contract
5. Make a copy of the contract for your records
6. Return the completed, signed contract to the Human Ecology Advising Center in 1303 Hart Hall BEFORE the UCD Registrar's deadline to add a course
 - a. Obtain the CRN from the Human Ecology Advising Center
 - b. Enroll via Schedule Builder; after enrolling, if you wish to enroll in more than one unit of credit you will need to return to the Registration Menu and click on "Change Variable Units"
 - c. Please note: The last day to register with the CRN is by the 12th day of instruction. The last day to change units is by the 25th day of instruction.

QUESTIONS? Please contact the Human Ecology Advising Center (530-752-1805), 1303 Hart Hall. Office Hours are M-F 8am-12pm and 1pm-5pm.

DEPARTMENT OF HUMAN ECOLOGY
UNIVERSITY OF CALIFORNIA, DAVIS

SPECIAL STUDY
CRD 99 & 199 ~ HDE 99 & 199

ENROLLMENT PROCEDURES

Academic unit credit can only be awarded to students by faculty who are authorized to do so by the University of California Academic Senate. Students who wish to enroll in *SPECIAL STUDY* must first identify and contact a faculty person whose academic expertise is related to their proposed project. It's the responsibility of the student to explain their project to faculty and ask the faculty person if they will sponsor the work for academic unit credit.

If the faculty person agrees to sponsor the student's special study project, it is then time for the student and faculty sponsor (together) to fill out and sign this department "contract." The Department of Human Ecology requires students to have a completed contract on file with the department BEFORE starting work. Contracts detail/outline educational goals, the student's academic qualifications for undertaking the project, the number of units requested and also outline the faculty sponsor's mode of instruction, evaluation, and criteria for assigning passing grades. Contracts are agreements between faculty and students and serve as written verification of the faculty person's consent to sponsor the student for academic unit credit (dependent upon the student's satisfactory fulfillment of the terms of the contract). The information on the contract is used as the basis for settlement of any questions that may arise regarding responsibilities of either the student or faculty sponsor.

IMPORTANT REMINDER

Students are responsible for completion of the special study contract and for turning it in to the Human Ecology Advising Center BEFORE work is begun and before the end of the UCD Registrar's last day to ADD course work for the current quarter.

LOCATION OF CONTRACTS & LISTS OF FACULTY RESEARCH INTERESTS

1. Contracts are available in the hallway by 1303 Hart Hall or on our website at humanecology.ucdavis.edu
2. Lists of faculty research interests can be obtained from the Advising Center or Peer Advisers in 1303 Hart Hall.

DEPARTMENT POLICY REGARDING THE COMPLETION OF CONTRACTS

Students must submit a completed contract (faculty sponsor's signature, student's signature, number of units requested, student goals, and list of assigned/required academic work) to obtain a CRN# for enrollment in course work. Students are responsible for turning in the completed contract to the Human Ecology Advising Assistant BEFORE the Office of the Registrar's date for the last day to add coursework. Late contracts will not be accepted unless there are extenuating circumstances with documentation. If students manage to enroll without the contract and/or fail to negotiate conditions for a grade prior to the add deadline and/or fail to submit materials so agreed upon, they will be administratively dropped from the course, which will require the contract AND a written explanation/documentation of special circumstances beyond the student's control (e.g., a letter from a doctor and a letter written and signed by the student's faculty sponsor).

UNIT CREDIT & CRN#s

Unit credit is awarded at the rate of 1 unit for every 30 hours of work per 10 week academic quarter (or 6 week summer session). Students may enroll in 1-5 units per quarter for 99 & 199 credit. CRN#s are obtained from the Human Ecology Advising Center at the time the student turns in the completed contract. It's the student's responsibility to fill out the contract, obtain the signature of a faculty sponsor, return the contract to the Human Ecology Advising Center BEFORE the UCD Registrar's ADD deadline for course work, obtain the course-related CRN#, and enroll.

VARIABLE UNIT COURSE CONTRACT
CRD & HDE SPECIAL STUDY
DEPARTMENT of HUMAN ECOLOGY, UCD

****Return contract to Human Ecology Advising Center in 1303 Hart Hall and obtain the CRN by the last day to ADD****

ACADEMIC QUARTER: F	W	Sp	SSI	SSII	ACADEMIC YEAR: _____
CRD 99			HDE 99		
CRD 199			HDE 190C		
			HDE 199*		

(check course work requested)

STUDENTS COMPLETE THIS SECTION **Student ID#:** _____

Student Name: _____

Contact Info: _____
email address *phone #*

Student Address: _____
street address *city* *state* *zip code*

Class Standing: _____ Major: _____ (or) Grad. Program: _____

Important Information for Undergraduates: Please note that you must be in junior or senior standing (90+ units) to enroll in upper division special study coursework (199 units). If you have less than 90 units, you must enroll in lower division special study coursework (99 units).

COURSE PLAN:

Explain work to be undertaken (i.e., subject matter, text, reading, specific responsibilities/duties).

GOALS:

Elaborate on reasons for taking this course and/or projected outcomes of this experience.

QUALIFICATIONS:

List specific courses and/or experiences that enable you to complete this special project.

FACULTY COMPLETE THIS SECTION

Number of 99 or 199 units requested: _____

Requesting 1 unit of HDE 190C credit? Yes No

Arrangements for weekly faculty/student meetings (contact hours):

Day _____ Time _____ Location _____

Total # of Special Study hours the student will complete this quarter: _____ hrs

**30 hrs. of work per 10 week qtr. (or 6 week summer session) = 1 unit academic credit. (UCD Academic Senate Guidelines)

MODE OF INSTRUCTION *(check)*

Discussion _____ Conference _____ Library _____ Fieldwork _____

Other (explain) _____

MODE OF EVALUATION *(check)*

Verbal Examination _____ Written Examination _____ Paper _____ Journal _____

Other (explain) _____

CRITERIA FOR PASSING GRADE *(list below or attach additional sheets of paper if needed)*

I have read this form and approve the student's academic work plan as outlined on this department contract. I will evaluate the academic quality of the student's work and verify the number of hours the student has completed in accordance with UCD Academic Senate guidelines for awarding academic unit credit for special study course work.

Faculty sponsor's signature Date

Print Faculty Sponsor's Name *Faculty Sponsor's Phone #* *Faculty Sponsor's Email Address*

I have read this contract (work plan), agree to its terms, and agree to complete the number of hours required to match the number of academic unit credits requested.

Student's signature Date