

REQUEST TO TEACH AN UNDERGRADUATE VARIABLE-UNIT COURSE

(98, 99, 198, 199, 190C, Other _____)

INSTRUCTIONS: Complete and submit form to the MSE Undergraduate Advisor

Hours Per Week

3 - 5 hours = 1 unit
6 - 8 hours = 2 units
9 - 11 hours = 3 units
12 - 14 hours = 4 units

ECH _____ 20_____
 _____ Number _____ Units _____ Quarter _____ Year

Estimated average student/faculty contact (hours/week) _____

Estimated hours student will spend in lab (hours/week) _____ & outside of lab (hours/week) _____

Topic(s): _____

Course Plan: Explain precisely the work to be undertaken, i.e. subject matter, format of instruction, texts or reading

Grading: Explain criteria for awarding a passing grade.

In addition, complete for individual study:

Student: _____ ID# _____

Email: _____ Major: _____

Total number of units completed to date: _____

(Completion of 84 units is required to enroll in 199 for degree credit. The limitation on special study courses (99, 194H, and 199) is 5 units per quarter). Students registering for 199 units should also register for one unit of 190C.

 Student's Signature

 Date

 Instructor's Signature

 Instructor's Name (printed)

 Date

 Department Chair's Signature

 Date

Department chairperson retains form in department files for two years from beginning of current term for possible review by the appropriate college courses committee and the Senate Committee on Courses of Instruction.