**Appendix D – Directed Studies Contract**



**RHSC 504- Directed Studies in Rehabilitation Contract**

This course involves independent study of a project related to rehabilitation sciences which is consistent and supportive of the educational and professional goals of the graduate student. Each 3-credit directed study should reflect a minimum of 80 hours of work on the part of the student. Directed study can be supervised by any Rehabilitation Sciences faculty member who is a member or associate member of the Graduate and Postdoctoral Studies. Direct contact with the Faculty member can vary dependent on the focus of the course. Guidelines are shown below:

**Suggested Credit Value of Directed Study:**

( ) 3 credits –Instructor estimates approx. 40 hours of direct contact time with student

Responsibilities of the Student:

1. Complete "Directed Study Contract". This should be completed and signed by both the student and the Directed Studies Supervisor prior to registration for directed study credit. The deadline for completion of the study contract is one week after the term begins.

2. Distribute signed copies of the directed study contract to the Directed Studies Supervisor (deadline: one week after the term begins).

3. Schedule a minimum of four appointments with Supervisor. The first appointment (prior to or during the first week of the term) should be to review the student's directed study contract; the second and third should be to review progress; and the fourth (during the last week of the term) should be a final evaluation session.

4. Meet contract commitments and submit written work to Supervisor prior to the last week of the term.

Responsibilities of the Directed Studies Supervisor:

1. Review directed study contract prior to the end of the first week of the term.

2. Meet with student a minimum of four times during the term to facilitate the identification and accomplishment of directed study objectives and activities.

3. Inform the student at the beginning of term about the required referencing format for the paper.

4. Inform the student at the beginning of term how course work will be evaluated.

5. Provide student with evaluation of directed study.

Name of Student Student #

Name of Supervisor

**Proposed Interval of Directed Study:**

Winter Session ( ) Term 1 (Sep-Dec) ( ) Term 2 (Jan – Apr)

Summer Session ( ) Term 1 (May – Jun) ( ) Term 2 (Jul – Aug)

Title or topic of study

**Please explain the relationship between this proposed Directed Study and the student’s dissertation or thesis topic:**

*Please attach additional sheets as necessary.*

A. OBJECTIVES

1.

2.

3…

B. ACTIVITIES (Describe methods to be used to accomplish objectives.)

1.

2.

3…

C. OUTCOMES (Explain planned measurable methods of evaluation documenting achievement of objectives, i.e., faculty written assessment, a written or oral report, etc.)

Due Date Marks Allocated

1.

2.

3…

Student Date

Directed Studies Supervisor Date

Chair of Research Graduate Programs Date

**Copies with signatures to:**

1. Directed Studies Supervisor
2. Student
3. Graduate Secretary for Rehabilitation Sciences Program

**Completion of Course:**

***Students are expected to complete Directed Studies within the contracted term***. If not completed, the student has ***one additional term*** to successfully complete contracted activities. After this time period, except under extenuating circumstances, and with approval from the Chair of Research Graduate Programs in Rehabilitation Sciences, a grade of 0% will be assigned.