DIRECTED STUDIES GUIDELINES

PURPOSE
Provide a way of dealing with low-enrolled classes.

Directed Studies courses can be used to allow students to take a required course (i.e., not an elective) when it has low enrollment. Instead of cancelling a course due to low enrollment, students have the opportunity to take the class with the original instructor and satisfy the original course learning outcomes, but under a different course number.

Provide an option to allow students to pursue advanced study in a specialized area.

Directed Study courses may be offered to provide students an opportunity to work with a full-time faculty member to conduct an in-depth examination of a topic that is not offered in courses scheduled for that semester. When a student is interested in advanced study beyond what is covered in the department/program’s existing curriculum, they can work with a full-time faculty member to develop a specialized course and syllabus. The directed study will include assignments that require the student to engage in substantive reading/research, with the objective of producing a culminating project, artifact, or scholarly work.

Directed studies are not a mechanism for trying out a new course; the Special Topics course is the appropriate mechanism for this.

REQUIREMENTS AND APPROVALS
Directed Studies must be approved by the faculty member who is offering the Directed Study, the student’s faculty adviser or Department Chair/Program Director, the Area Associate Dean, and the Assistant Dean for Academic and Faculty Services in CASA.

Updated March 2017
As with all courses, Directed Studies must have a course syllabus which includes course learning outcomes, as well as all other required components (refer to the Course Syllabus Guidelines in the “Courses” section of the College of Arts and Sciences Academic Effectiveness web page).

PROCEDURES

For instances that meet one of the two scenarios described above, the instructor and student complete the Directed Studies Registration Form. The student then obtains approval signatures from the instructor and their faculty advisor or their Department Chair/Program Director, then delivers the form to CASA. Once approved, CASA then registers the student for the course.

COMPENSATION

As per the CBA, full-time faculty are not compensated for Directed Studies during the academic year (fall, intersession, spring terms). They are compensated during summer sessions at the PHP adjunct faculty rate.

Adjunct faculty are compensated for Directed Studies at all times, using the rate (PHP2, PHP, or non-PHP) appropriate to their status.

Compensation is determined by multiplying the relevant pay rate by 10% times the number of units and the number of students.

Example: For a 4-unit course converted to directed study for 3 students with a non-PHP part-time instructor (using 2016-2017 rates):

\[ \text{.1} \times \$1843 \text{ per unit rate} = \$184.30 \]
\[ \$184.30 \times 4 \text{ units} \times 3 \text{ students} = \$2,211.60 \]