

Faculty Instructions for processing contract class forms (499, 310, 315, 410, 415, 395)

1. Internship forms:

- Make sure you check CR/NC or Grade. *Must be graded for the major.* The Provost can't double guess what you and the student have decided. Later we end up with students who don't have enough units.
- Be sure they note course LIBS 499 and the # of units. (45 hours per unit)
- Other important areas to check are: title, agency, and number of hours all of part A and part B and sign form.
- Also, have them keep the information regarding the internship that is attached to the form and submit the form only.
- Forms - #14 in rack.

2. Project Form. The Provost put together a packet that explains what an independent & directed study is all about. We need your help with the process.

- There is a sheet for you and the student to spell out an agreement. **THIS IS SUPPOSED TO BE KEPT IN THEIR FILES.** Some forms come back blank
- Also, the form calls for: a **TITLE OF PROJECT** (this goes on their transcripts, so choose it carefully);
- It calls for a **DESCRIPTION** (you need to fill this out; the Provost will not sign them if they are blank;
- It calls for a **BASIS OF GRADE AND A DATE DUE.** Please make sure these are filled out.
- #14 in the forms rack

3. Community Involvement Project (CIP) is LIBS 395 (30 hours per unit). Have your students put the correct course number on the Volunteer agreement (#15 in rack.)

Thank you.