### 1. PURPOSE (goals / objectives)

Use reverse side for additional information.

### 2. ACTIVITIES (method of attaining goals / objectives)

Use reverse side for additional information.

### 3. CRITERIA FOR EVALUATION (accuracy, completeness, comprehension, mastered skills, etc.)

______________________________

### 4. METHOD FOR EVALUATION (reading, papers, presentations, performances, assignments, examinations, etc.)

______________________________

### 5. NUMBER OF HOURS REQUIRED

Check one:

- 1 unit, 52.5 hours study, 3.0 hours instructor conference
- 2 units, 105.0 hours study, 6.0 hours instructor conference
- 3 units, 157.5 hours study, 9.0 hours instructor conference

### 6. INSTRUCTOR OFFICE HOURS

- Days and Times ________________________________
- Office No.________________ Office Phone No.________________

Additional days and times of instructor availability by phone or in office for this course (one hour per week per unit of credit).

- Days and Times ________________________________
- Office No. (if applicable)________________ Phone No.________________

### SIGNATURES

The form is to be signed by a full-time instructor, credentialed in the requested discipline, and filed in the Office of Admissions and Records with class “Enrollment” card by the end of the second week of instruction for Fall or Spring Semesters and by the end of the first week of instruction for Summer Session. Students are limited to a maximum of 12 units or four enrollments of directed study.

- Student ______________________________ Date ________
- Instructor ______________________________ Date ________
- Dept. Chair ______________________________ Date ________
- Dean ______________________________ Date ________