

## Request to Add ME 180/298 for Independent Study Project Credit

Enrollment in ME 180/298 can serve two separate purposes:

- 1) International students who need to register in a class for CPT purposes while they do an off-campus internship can enroll in these courses for 1 unit. MS students take ME 298 and BS students ME 180. Students should provide CPT paperwork, including a copy of the job offer, to the department for signature. This form and the instructions noted here are only for purpose #2, not for CPT purposes.
- 2) Students may work with faculty on independent study projects. These projects allow students to work on a project of mutual interest with a faculty member. Typically these projects are research-related where students perform in-depth analysis that supports the efforts of the research lab the faculty member oversees.

Occasionally we also run a new lecture course under ME 298 as well. The requirements outlined here are only for purpose #2 listed above.

Requirements/Stipulations to use ME 180/298 for Independent Study Project Credit

- 1) The class in this case can count for elective credit by mutual agreement of the project supervisor and the graduate advisor (for ME 298) or the project supervisor and the department chair (for ME 180). All must agree that the project has the scope and rigor equivalent to other electives in the student's course of study. The course may be taken without receiving elective credit as well. In that case the student receives credit for the enrolled units, but those units do not count towards the graduation requirements for the major.
- 2) A proposal signed by the project supervisor and the graduate coordinator (for ME 298) or the project supervisor and the department chair (for ME 180) is required to add the class. This must be completed with all signatures secured before the add deadline.
- 3) These courses are graded credit/no credit. The project supervisor will determine if project deliverables have been met, and thus credit should be received for the class. The project supervisor will submit the course grade of credit or no credit to the instructor of record before the first deadline to submit grades.
- 4) Students should meet with their project supervisor at least once every two weeks. It is the responsibility of the student to schedule the meetings.

Project Proposal

Proposals should include the following elements and should be prepared in consultation with the project supervisor.

- 1) Background – Include a basic introduction to the project and the motivation for the work.
- 2) Objectives – Include specific, measurable objectives for the project
- 3) Deliverables – What will be the end results of your project? What will you produce?
- 4) Methodology – How will you complete the project?
- 5) Timeline

ME 180 and 298 can be taken for 1, 2, or 3 units. For 1 unit, a 2 page proposal is expected. For 2-3 units, a 3-4 page proposal will typically provide sufficient detail. Use the proposal outline on the next page, adding space as needed. Once the proposal has been signed by all parties, a permission number for the section with approved number of units will be emailed to the student.

**ME 180/298 Proposal**

Student Name \_\_\_\_\_ ID number \_\_\_\_\_

Email: \_\_\_\_\_

Requesting to add ME 180 (undergraduate) or 298 (graduate)? Check one.      ME 180      ME 298

Number of units requested (1-3) \_\_\_\_\_

Project Title:

Background (add space as needed):

Objectives:

Deliverables:

Methodology:

Timeline:

Signature of student: \_\_\_\_\_

Project Supervisor Printed Name: \_\_\_\_\_

Project Supervisor Signature of Approval: \_\_\_\_\_

Project Supervisor: Do you recommend elective credit be granted for this project?

Graduate Advisor (ME 298) or Department Chair (ME 180) Signature of Approval: \_\_\_\_\_

Grad Advisor/Dept Chair: Do you recommend elective credit be granted for this project?

*Route completed form to department admin, who will email a permission number for the class to the student and place a copy in the student's electronic file. The original should be given to the project supervisor. The project supervisor will communicate the decision about elective credit to the student.*