CAS COMPLETION SEMINAR, INTERNSHIP, DIRECTED STUDY, AND INDEPENDENT STUDY PROPOSAL FORM
HRD 685 / HRD 687/ HRD 698 and HRD 699

Student Name_________________________________ Program________________________________

Directions: For HRD 685, 698 or 699 develop a proposal which includes the components identified below. Attach this form to the front of the proposal and submit it to the supervising instructor and your advisor. Please note: The independent study cannot be taken for an existing USM course.

Proposal Components:
A CAS completion project/directed study/independent study proposal must include the following components:

1. Title of study including a brief description
2. Rationale including educational & professional contribution to program of study
3. Goals and objectives of the study
4. Design of the study, including components/steps and timeline
5. Evaluation of the study, including criteria and method for evaluating the study
6. Role of the instructor/supervisor

An internship (HRD 687) requires two letters. One is written by the student and one by the site supervisor.

To be completed by supervising instructor, advisor and program coordinator. In cases where the same person fulfills all of these roles, one other program faculty member also reviews and signs.

Approval is hereby given to ______________________________________ to pursue this ___ credit hour

( ) HCE 685-CAS completion project; ( ) HRD 687-internship; HRD 698-directed study;
( ) HRD 699-independent study.

The study will begin____________________ and end___________________.

month/year      month/year

_____________________________________   ___________________________
Supervising Instructor        Date

_____________________________________   ___________________________
Advisor         Date

_____________________________________  ___________________________
AHE Program Coordinator       Date

_____________________________________   ___________________________
Second faculty member, if needed      Date

THIS FORM MUST BE SIGNED BY THE INSTRUCTOR, ADVISOR, AND THE APPROPRIATE PROGRAM FACULTY PRIOR TO REGISTRATION.

12/2012