

**CLASSROOM APPRENTICESHIP (COM 382)
INDEPENDENT STUDY (COM 499)**

Indicate which of the following courses you are completing this application for. (Descriptions of the courses are available on the second page of this form). Select Fill & Sign to add signature. Specify instructor and advisor. Download the form and send as an attachment to the specified instructor.

- Classroom Apprenticeship:** Attach a description of the duties, responsibilities, instructor expectations as well as the method of evaluation to be used to earn credit for COM 382. Consult with the instructor on this.

The course the applicant will be apprenticing for is:

COM: _____

- Independent Study/Research:** Attach a detailed typewritten outline of (1) the topic(s) you propose to examine, (2) your goals/purposes/objectives in undertaking the study, (3) the methods to be used in evaluating your efforts, and (4) a representative list of the resources (bibliographies, interviews, etc.) you expect to employ.

First & Last Name: _____ **ID #:** _____

Phone #: _____ **Email Address:** _____

Course Number	Semester	Session	Credit Hours
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Student Signature: _____ **Date** _____

Instructor Name	Instructor Signature	Date
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Advisor Name	Advisor Signature	Date
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Director of Undergraduate Studies Signature	Date
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**HUGH DOWNS SCHOOL OF HUMAN COMMUNICATION
COURSE DESCRIPTIONS:**

COM 382 CLASSROOM APPRENTICESHIP (1-3 credits) (Y credit only)

Non-graded credit for students extending their experience with a content area by assisting with classroom supervision in other COM courses (maximum 3 semester hours each semester). **Prerequisites:** 2.0 GPA, instructor approval, and completion, with at least a B, of the course in which you are apprenticing.

COM 499 INDIVIDUALIZED INSTRUCTION (1-3 credits) (Graded)

This provides an opportunity for original study or investigation in the major or field of specialization on an individual or more autonomous basis. It is neither a substitute for a catalog course nor a means of taking a catalog course on an individual basis. This application requires application well in advance of regular registration. The application requires the instructor's signature, advisor's signature, and approval by the director of the school offering the course. This course may be taken only by outstanding senior students who have completed at least one semester in residence and who have a cumulative GPA of 3.00 or higher in the major or field of specialization. A special class fee may be required.

Why do I need to fill out this form?

The grade report for the above courses is listed under one name; the Director of The Hugh Downs School. The Classroom Apprenticeship/Independent Study application form provides a record of the name of the specific instructor who will actually assign a grade to the student. If the school does not have a completed form on file for you, the school does not know who to ask for your grade.

How early do I have to turn in the form?

The Hugh Downs School would prefer to receive the completed application at least 30 days prior to the first day of class of the semester for which the course is requested.

Who needs to sign the form?

The application must be signed by the student, the student's advisor, the instructor with whom the course will be taken, and the designated representative. A student may obtain the line number for the course from the main office 412A Stauffer Hall after all signatures are recorded.

Does the instructor have to be a professor or can the instructor be a graduate student?

Professors are always eligible to sign as the Instructor for COM 382. Graduate students may be eligible to sign on a case-by-case basis. See the main office 412A Stauffer Hall for additional information

How much time is required?

The Board of Arizona Regents requires that a minimum of three hours of work per week per semester be expended for each single hour of credit sought (i.e., three credits, nine hours per week).

Does the class actually meet during the time and place listed in the schedule of classes?

Check with the instructor. COM 382 classes meet by arrangement with the instructor.