



DATE _____

**UNIVERSITY OF SOUTH FLORIDA
DEPARTMENT OF COMMUNICATION
CONTRACT FOR DIRECTED READING**

STUDENT NAME _____ SEMESTER _____

U # _____

Directed Reading is designed to provide opportunities for the student to pursue a course of study beyond that which can be achieved in regular classroom activity. The instructor is granting this permission because she/he feels that the student will profit academically from this experience. This arrangement should not be made simply as a convenience for the student who has other conflicting commitments; neither should it occur prior to or in conjunction with a class which provides necessary background for such study.

I HEREBY VERIFY THAT I HAVE ALREADY COMPLETED ____ HOURS OF DIRECTED READING

This course is ___ is not ___ part of my approved Plan of Study. If not, briefly explain why you are pursuing an independent study at this point:

I agree to the terms listed below for _____ hours of credit in SPC 6903 - Directed Reading

Student Date

Instructor Date

Director of Graduate Studies Date

Attach to this sheet a syllabus that includes: (a) the goals or purposes of the course, including its relevance to your plan of study, (b) a description of project to be undertaken, (c) the amount and type of interaction between instructor and student, (d) the required written and oral products of the course, (e) the basis for determining the student's grade, and (f) at least a brief bibliography. *Note: If you are a USF full time employee (e.g., faculty or staff), Directed Reading and Directed Research courses are not covered by the Employee Tuition Waiver.*

Directed Readings Registration Instructions

Directed Readings credits serve as an optional independent course in which students work closely on a specialized topic of interest related to their research program. This work is completed under the supervision of a faculty member who has agreed to work with you. For further information on these credits, as well as credits for Directed Research or the Doctoral Research Tutorial, see the *Department of Communication Graduate Handbook*.

Use the following instructions to enroll in **Directed Readings**:

1. Determine the topic on which you'd like to focus your learning. As noted above, this is typically something related to students' research program, so keep your Plan of Study and, more specifically, your dissertation, thesis, or MA exams in mind.
2. Once you've identified a topic and faculty member, set up a time to chat to see if they're able and willing to work with you. *It will be in your best interest to talk with the potential supervisor about this possibility as soon as possible and before their calendar fills up.*
3. Once you've secured someone to work with, it's time to write the syllabus or description that will guide the course. Be sure to write this document in specific and detailed ways, and make sure it includes the following information:
 - a. your name, the faculty member's name, and the title of the course
 - b. a detailed description or overview of the topic you'll study
 - c. the learning objectives you'll pursue within the course
 - d. the assignments you'll complete, when each assignment will be due, how each will be submitted, how each will be graded, and the weight each assignment will contribute towards your overall grade.
 - e. a schedule for when you and the supervisor will meet to discuss your progress throughout the course
 - f. the list of the readings you'll complete in the course. *If your reading list is not complete before it's time to submit your materials, please include a note that indicates when the list will be complete.*
4. Once your syllabus/description is ready, complete the "Contract for Directed Reading" form above and submit both documents to the Academic Program Specialist. *Be sure to submit your materials for approval by the deadline given each semester by the Academic Program Specialist, which will typically be around 2 weeks before the start of the last regular week of classes.*

5. When your proposed Directed Readings is approved by the Director of Graduate Studies, the Academic Program Specialist will send the document around via DocuSign and once signatures are in place, they will send you a permit number to use to register for this course!