COMM 199 – Independent Study – Proposal Form

Comm 199 provides an opportunity for advanced students in the major to work on an independent academic project under the guidance of a Communication professor. Interested students should review the following requirements and procedures before enrolling in the course. **Do not start the project without full approval and an add-code so you can register for the course!!!**

**Requirements:** Open to upper-division students of proven scholastic ability by consent of a sponsoring professor and the Department Chair. Students must:

1) Have upper-division standing (90 completed units).
2) Have at least an average 3.0 GPA for the preceding three quarters at UCSB.
3) Have completed at least two upper-division courses in Communication.
4) Have obtained permission of a professor to sponsor your work.
5) Complete a proposal and obtain approval prior to enrolling in the course.
6) Students may not have more than 12 units of 194, 199, and 199RA combined.
7) Submit a final report or other written work, as outlined in your proposal. The written work/report must be submitted to the sponsoring professor before a grade will be assigned for the course.

**Enrollment procedure:**

1) Stop by the Communication Undergraduate Advising Office, SSMS #4007 or #4009, to get verification of academic eligibility (see below).
2) Fill out the statement/proposal (on the 2nd page of this form). Once completed & approved, the proposal will serve as a mini-syllabus or contract; therefore it should be completed with the professor with whom you will be working. Make a copy of the proposal for yourself, so that you can refer back to it throughout the quarter. Proposals should explain exactly what you will be doing, and how it applies to your major in Communication. Proposals should clearly denote the academic components of the project.
3) Obtain a signature from your sponsoring professor.
4) Return the completed proposal to the Communication Undergraduate Advising Office. The Department Chair will review all proposals. **Proposals are due by the second Wednesday of the quarter.** Once your proposal is approved, an add code will be emailed to you, so that you can officially enroll.

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**VERIFICATION OF ELIGIBILITY (to be completed only by a Comm. Dept. undergraduate advisor):**

Last 3 quarters average GPA (min. 3.0):

Accumulated units (90+) (Transferred & Completed):

Student has completed at least two upper division Comm Courses:

This 199RA will not result in more than 12 units of 194, 199, & 199RA combined:

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**ELIGIBLE / NOT ELIGIBLE (circle one)**

Undergraduate Advisor Signature: __________________________ Date: ________________

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**Reminder:**

Once your eligibility has been verified, complete the proposal on the back of this form, obtain your sponsor’s signature, then bring the form (or have your sponsor bring it) to the Comm. Dept. Advising Office for final approval. **Proposals are due by the second Wednesday of the quarter.**
PROPOSAL
(attach additional page, if necessary):

Student Signature________________________________Date_____________________

PROPOSAL APPROVAL  (COMM DEPT USE ONLY)

Professor Signature_____________________________Date_________________________

Chair Signature_______________________________Date_________________________

APPROVED / DENIED (circle one)

Add code #________________Date issued________________e-mailed____________