

# 399 Course Request Procedures

## Procedures

- Identify an ENGRx activity, faculty member you would like to work with, and prepare a syllabus proposal as described below.
- Complete the attached 399 Course Request form (including faculty signatures) and syllabus.
- Documents must be submitted NO LATER THAN the THIRD class day.
- The Advising Office will automatically enroll you in the course if approved.

## Departmental Prerequisites for 399:

CHEN 399 - Prerequisites: CHEN 204 and ENGL 210; junior or senior classification or approval of instructor.

ECEN 399 - Prerequisites: Grade of C or better in ECEN 484, ECEN 491, ENGR 484, ENGR 491, or ENGR 385; grade of C or better in ECEN 403, or concurrent enrollment; junior or senior classification.

MEEN 399 - Prerequisite: Junior or senior classification.

PETE students are not eligible for 399 credit. Please discuss PETE requirements with your academic advisor

**399 Course Request Form**

STUDENT UIN: \_\_\_\_\_ DATE: \_\_\_\_\_

STUDENT NAME: \_\_\_\_\_ GPA: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

FACULTY ADVISOR: \_\_\_\_\_

INTERNSHIP SUPERVISOR (If applicable): \_\_\_\_\_

ACTIVITY SUPERVISOR (If applicable): \_\_\_\_\_

TITLE OF ACTIVITY OR INTERNSHIP LOCATION:

\_\_\_\_\_

IS THIS REQUEST IN COMPLIANCE WITH THE GUIDELINES STATED ON PAGE 1?  YES  NO  
 IF NO, A MEMO FROM THE FACULTY ADVISOR JUSTIFYING ANY AND ALL EXCEPTIONS MUST BE INCLUDED.

HAVE YOU ENROLLED IN 399 BEFORE?  YES  NO  
 \*Students may not receive credit for multiple 399 courses

INDICATE 399	ACTIVITY	PREREQUISITES	SEMESTER & YEAR

STUDENT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

FACULTY ADVISOR: \_\_\_\_\_ DATE: \_\_\_\_\_

INTERNSHIP SUPERVISOR: \_\_\_\_\_ DATE: \_\_\_\_\_

ACTIVITY SUPERVISOR: \_\_\_\_\_ DATE: \_\_\_\_\_

ACDEMIC SERVICES APPROVAL: \_\_\_\_\_ DATE: \_\_\_\_\_

**FOR ADVISING OFFICE USE ONLY**

**Note: It is the student's responsibility to check on the status of this request. Please check with your Faculty Advisor.**

Request approved. Student registered: \_\_\_\_\_ Date \_\_\_\_\_ Section # \_\_\_\_\_ Copy of approved proposal sent to Faculty Advisor: \_\_\_\_\_ Date \_\_\_\_\_

Request denied. Original proposal returned to Faculty Advisor: \_\_\_\_\_ Date \_\_\_\_\_



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## Course Information

Course prefix and number:

Term (e.g., Fall 2XXX):

Credit Hours:

## Instructor Information

Name:

Email address:

Department:

## Supervisor Information (if applicable)

Name:

Email address:

Department:

## Study Topic

### Objectives and Connection to Program Learning Outcomes

*(what do you expect to learn from the course? Faculty supervisor must also explicitly list the Program Learning Outcomes that will be assessed and at what level.)*

### Approach

*(how will you go about satisfying the objective(s)?)*

### Expected Outcomes/Deliverables

*(what must you produce, if anything along the semester? Be sure and include deadlines. Note: a **final report is a minimum requirement**, but additional deliverables are expected)*

**Weekly Schedule**

*(Participation in an approved high-impact learning practice requires weekly contact; reflection on professional outcomes from engineering body of knowledge are a minimum and should be listed as a task; documentation and self-assessment of learning experience is required)*

Dates	Tasks

**Contact Hour Justification**

Activity	Number of hours per week
Direct instruction with faculty supervisor	
Independent learning/research	
Total number of hours per week	

Total number of hours over \_\_\_\_\_ weeks in the \_\_\_\_\_ semester: \_\_\_\_\_

**Grading Scheme**

*(how will your grade be determined at the end of the semester?)*

**Grading Scale:**

- A 90-100%
- B 80<90%
- C 70<80%
- D 65<70%
- F 0<65%

## **Americans with Disabilities Act (ADA)**

Texas A&M University is committed to providing equitable access to learning opportunities for all students. If you experience barriers to your education due to a disability or think you may have a disability, please contact Disability Resources in the Student Services Building or at (979) 845-1637 or visit <http://disability.tamu.edu>. Disabilities may include, but are not limited to attentional, learning, mental health, sensory, physical, or chronic health conditions. All students are encouraged to discuss their disability related needs with Disability Resources and their instructors as soon as possible

Texas A&M University at Qatar students please contact Disability Services in the Engineering Building, room 318C or at +974.4423.0316 or visit <https://www.qatar.tamu.edu/students/student-affairs/disability-services>.

## **Academic Integrity**

***Aggie Honor Code: "An Aggie does not lie, cheat, or steal, or tolerate those who do."***

As engineers, we must follow a strong code of ethics to ensure the safety of the public. We expect Texas A&M students, as part of their professional training, to understand and follow the Aggie honor code, found at <http://aggiehonor.tamu.edu> . The Dean of Faculties asks us to remind you that, "Upon accepting admission to Texas A&M University, a student immediately assumes a commitment to uphold the Honor Code, to accept responsibility for learning, and to follow the philosophy and rules of the Honor System. Students will be required to state their commitment on examinations, research papers, and other academic work. Ignorance of the rules does not exclude any member of the TAMU community from the requirements of the processes of the Honor System."