

# 491 Research Course Procedures

## Procedures

- Identify a Faculty member you would like to work with, select a topic, and prepare a syllabus proposal as described above.
- Complete the attached *491 Research 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.

**491 Research Course Request Form**

STUDENT UIN: \_\_\_\_\_ DATE: \_\_\_\_\_  
 STUDENT NAME: \_\_\_\_\_ GPA: \_\_\_\_\_  
 E-MAIL ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_  
 FACULTY ADVISOR: \_\_\_\_\_  
 TITLE OF DIRECTED STUDY or RESEARCH PROJECT: \_\_\_\_\_

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 EITHER A 485 OR 491 BEFORE?  YES  NO  
 IF YES, EXPLAIN HOW THIS PROPOSED 485 / 491 IS DIFFERENT FROM YOUR EARLIER 485 / 491: \_\_\_\_\_

INDICATE 485, 491, 491H	NUMBER OF CREDIT HOURS:	DEGREE PLAN REQUIREMENTS	SEMESTER & YEAR

<sup>2</sup>Students may choose to take 485, 491, or 491H, and not have it fulfill a degree plan requirement. The basic eligibility requirements, however, must still be met. The course will still appear on the student’s transcript and will be used in determining his or her GPA.

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

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

APPROVAL: \_\_\_\_\_ DATE: \_\_\_\_\_

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

**FOR ADVISING OFFICE USE ONLY**

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:

## 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 CVEN 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**

*(One 485/491 credit hour is equivalent to 4 scheduled work hours per week. Thus, if the student registers for 3 credits of 485/491, the weekly schedule should reflect at least 12 hours of scheduled work per week for 15 weeks.)*

Dates	Tasks

**Credit Hour Justification**

*(how do you justify the number of credits being enrolled? One 485/491 credit hour is equivalent to 4 scheduled work hours per week during a regular long semester of 15 weeks. The total number of hours over all weeks must be equivalent in order to justify the credit hours earned for this experience.)*

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."