

**Students:** This form is only to be used for summer applied music lessons. After you have set up a plan with a faculty or staff member, please fill out and follow the directions within the first section of this form. Please do not submit this form if there is currently an enrollment hold on your e-Campus account.

**Course Instructor:** Please confirm the student's course information in section one, fill out the third section in full, and then e-mail the form to your department chair for approval.

**Department Chair/Director/Area Coordinator:** Please review and confirm the information in the first three sections and complete the fourth section, indicating whether additional compensation is to be paid for this work. Submit completed form to [directedstudies@etal.uri.edu](mailto:directedstudies@etal.uri.edu).

**Section 1: Course Information**

Please consult the [URI Course Catalog](#) to determine the course code that best applies to the work you will complete this summer. Be sure to select a course code that can accommodate the number of credits you need to earn this summer.

Course #1: Subject Code (e.g., MUS) <b>MUS</b>	Course #1: Catalog Number (e.g., 101)	Credits	Summer Session (Only Choose One Session) 1      2      3 <a href="#">View Calendar</a>		
Course #2 (if applicable): Subject Code	Course #1: Catalog Number	Credits	Summer Session (Only Choose One Session) 1      2      3		

**Section 2: Student**

Name	Date	Student ID#	Preferred Email
<p>Your verification on this form indicates that you agree to be registered for the course(s) and to pay the associated tuition and fees (normal summer session rates). You can drop a directed study course at any time prior to the drop dates for the session in which you are registered. If you do decide to drop a course, please do so immediately on e-Campus and send a notification e-mail to your instructor.  <b>NOTE: In addition to regular tuition per credit, there is an additional fee of \$500 per course if 1 credit or \$1000 per course if 2 or more credits.</b>  <b>Once you have completed this section, save the form and e-mail it to the instructor with whom you will be working.</b></p>			

**Section 3: Course Instructor**

Name	Employee ID #	Preferred Email	Seeking summer recontracting for this work? Yes      No
<p>Per collective bargaining, instructors of record for directed work are entitled to compensation of \$416.25 per student if 1 credit or \$832.50 per student if 2 or more credits — up to a maximum of 5 students for summer. Only credits added during the add period for the session selected in Section 1 are factored into summer recontracting. Faculty on an academic-year appointment should only request summer recontracting in accordance with the University's summer recontracting policy. If you already know that you will be maxing out your allowable summer recontracting before accounting for this work, please check "No" above. Faculty on a 12-month appointment should check "No" above. Staff members seeking compensation will need to submit a USP-7 to the Summer Sessions Office before the start of the session selected in section 1. Part-time faculty should always select "Yes" above.</p> <p>If you are unsure if you should be seeking summer recontracting in association with this work, please contact your business manager before submitting this form. It is the responsibility of the instructor of record to ensure that the student has registered in e-Campus for the number of credits specified in Section 1 before the end of the add period for the session specified in Section 1.</p> <p>Please note the deadlines for the add period and grade submission for the session selected in section 1 by consulting the URI Summer Sessions Calendar. By adding your signature below, you indicate your willingness to supervise this student's work in adherence with the relevant deadlines provided by the academic calendar and the compensation policy outlined above.</p>			
Faculty Digital Signature			

**Section 4: Department Chair/Director/Area Coordinator**

Name	I approve of the instructor of record's decision to seek/waive summer recontracting for this work      Yes      No	Chair Digital Signature
<p>Once you have signed the form, please email it to <a href="mailto:directedstudies@etal.uri.edu">directedstudies@etal.uri.edu</a>. Forms must be received by the Summer Sessions Office before the end of the add period within the session which the work will occur in order for the credits to count toward instructor compensation. Students may still seek enrollment in the course listed in Section 1 via a <a href="#">late add petition</a>, but an instructor of record should only endorse such a petition with an understanding that a successful petition cannot be applied toward summer recontracting. Please send questions to <a href="mailto:directedstudies@etal.uri.edu">directedstudies@etal.uri.edu</a>.</p>		