

**Students:** This form is only to be used for summer courses that involve independent work with a faculty or staff member. After you have set up a plan with a faculty or staff member, please follow the instructions and fill in each box within the first two sections of this form. Appropriate uses of this form include directed studies, independent studies, special projects, special problems, credits associated with an internship (non-ITR course codes), thesis work, and dissertation work. 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, program director, or area coordinator for approval.

**Department Chair/Program Director/Area Coordinator:** Department Chair/Program Director/Area Coordinator: Please review 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., BIO)	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>Once this form is processed, you will be notified via email that a section of the course listed above has been created on your behalf and you will be provided further instructions for completing your enrollment within e-Campus. Before you submit this form to your instructor, please be sure that you have reviewed the <a href="#">tuition and fees for summer enrollment</a> to which you will be subject for the credits specified in Section 1.</p> <p><b>After 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 \$100 per enrolled credit, up to a maximum of fifteen credits. 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.</p> <p>Faculty on a 12-month appointment should check "No" above.</p> <p>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>		