Directed Reading/Research Registration Form
TCSS 498/499

Instructions

The process for enrolling in directed reading or research with a SET faculty member takes significant prep work – start early! Students are eligible to register for TCSS 498/499 after completing TCSS 360, although students are typically best prepared for 498/499 after completing the CSS core.

It is your responsibility to identify a project and a faculty member to supervise your work. You must submit this completed form and project proposal with the approval of your faculty supervisor to receive your add code and register for the 498/499 credits.

The 498/499 registration form and proposal for the current quarter are due via email to llavom@uw.edu by 4pm on the Friday of the first week of the quarter. You are encouraged to submit your materials much sooner to avoid late registration fees. **Your form must be complete and signed by your faculty supervisor in order to receive an add code.**

Registration Steps:

1. **Develop a Plan**
   Identify a faculty member to work with and reach an agreement on the scope and length of your research/directed reading project. It is your responsibility to create a detailed proposal (much like a syllabus) for your project that includes educational objectives and outcomes, references, milestones, due dates, deliverables, and expectations for the final report (if there is one). Allow time for your faculty supervisor to review and for you to make revisions before submitting.

2. **Determine Credits**
   Discuss the number of credits you will earn with your faculty supervisor. ****Keep in mind that you can take a maximum combined total of 10 credits of 497/498/499 to apply to your degree. If you register for additional credits, they will not count toward degree requirements or total credits for graduation.****

3. **Obtain Entry Code & Register**
   Email your completed and signed registration form to llavom@uw.edu no later than 4pm on the Friday of the first week of the quarter. Upon approval, you will be given an add code to register for your 498/499 credits.

TCSS 498/499 Registration Form

Student Name	**Student ID Number**	**E-mail Address**

I would like to register for: TCSS 498 ☐ **TCSS 499** ☐

Quarter & Year	**SLN #**	**Credits**	**Instructor Name**

☐ **I have completed TCSS 360 or will complete it prior to taking TCSS 498/499.**

☐ **I intend to pursue CSS Departmental Honors.**
Please see the CSS Honors page on the SET website for requirements and to ensure that you qualify for honors. You must make a plan for completing honors with your faculty advisor and include that plan as part of your research proposal.

Attach a **typed** proposal to this form that thoroughly addresses all the components listed below. No add codes will be given for incomplete or handwritten proposals.

Your project proposal must include:

1. Title or Subject
2. Project Description
3. Learning Outcomes
4. Project Timeline & Due Dates
5. Project Deliverables
6. Anticipated Resources/References
7. Final Project Format (Please indicate if there is not a final project)
8. Grading Criteria (with percentages)

By signing this form, the student and faculty supervisor agree to the terms and expectations of the attached project proposal.

_____

Student Signature   Date

_____

Faculty Supervisor Signature (required)   Date

For Office Use Only

Approved:_____   Denied:_____   **Add Code:_____**

_____

Department Chair Signature   Date