



Directed Reading/Research Registration Form TCE 498/499

Instructions

The process for enrolling in directed reading or research with a SET faculty member takes significant prep work – start early!

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 4 credits of either TCE 497 or TCE 499 (or a combination of the two, for a maximum of 4 credits when added up to apply to your degree. TCE 498 will not count toward degree requirements or total credits for graduation.** Please see your SET academic advisor for more information.

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.



TCE 498/499 Registration Form

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Student Name

Student ID Number

E-mail Address

I would like to register for: TCE 498 TCE 499

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Quarter & Year

SLN #

Credits

Instructor Name

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