

## Special Courses UNDERGRADUATE

### Directions for registration of Special Courses

The Student must make arrangements with a Division of SocA faculty member prior to registration. Complete a COURSE CONTRACT with a faculty person. This faculty person will submit the final grade.

Completed contracts must be placed on file in 307 Knapp Hall prior to registration. A PERMIT WILL BE GIVEN TO YOU IN EXCHANGE FOR THE CONTRACT! Students will be dropped from the roll if a contract has not been placed on file.

At the conclusion of the semester and/or contract the contract and grade will be mailed to the address provided by the student.

### Course Descriptions

SocA 389 "Writing in Sociology and Anthropology" 1 hour Graded

Integration of context with writing about the important topics. Must be taken concurrently with an approved "writing" content course.

SocA 488 "The Capstone Experience" 1 hour Graded PR: SocA 101 and SocA 105 and SR.

An undergraduate course designed to facilitate the completion of the capstone experience. Must be taken concurrently with an approved "capstone experience" content course.

SocA 490 "Teaching Practicum" 1-3 hours Graded

Intended Use: To give credit to students who assist with instructional activities. Specifically we have given 490 credit to: students who have helped rebuild the archaeology site in preparation for the next class' excavation; to students who have assisted with undergraduate advising (including the Orientation class); to students who have done grading etc. for a course (when a GA was not available).

SocA 491 (B)(C) "Professional Field Experience" 1-18 hours P/F

Intended Use: To give students credit for supervised experiential learning in their field of study. Specifically, we use this number for: students who are doing C&J internships with the police or parole office; students who are participating in archaeology digs; students who are doing internships at social service agencies such as RDVIC. Because the hours are variable the following rule of thumb has been established: students get 1 credit of work for every three-hour block of time they put in over a 15 week period. To get three credits, a student must put in the equivalent of nine hours of work per week every week during the semester. If field experience credit is to be given, there must be someone in the agency qualified to supervise the student, verify the hours put in, and assign the grade. Such supervision must be prearranged and noted on the form. [Note: It is division policy that credit in 491 does not count toward required courses in student chosen AOE.]

SocA 495 (A) (B) "Independent Study" 1-6 hours PR: 3.00 GPA Graded

Intended Use: To give credit for directed reading or research not available in regular courses. Specifically, we use this number to allow students to work on special topics that they or we are interested in. Because the hours vary, this has sometimes been the way to get the needed "extra" credit(s) for completion of a degree. Because the course is **graded there should be a "product"** which can be assessed such as a paper, annotated bibliography etc.

SocA 496 "Senior Thesis" 3 hours PR: Consent. Graded

Original to division secretary for file  
One copy to supervising faculty  
One copy to student

**UNDERGRADUATE  
SPECIAL COURSE CONTRACT**

20__
__ Fall
__ Spring
__ Summer I
__ Summer II

Print Student Name \_\_\_\_\_

Student Number \_\_\_\_\_

Complete Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Indication of agreement with contract terms:

Student Signature \_\_\_\_\_ Today's Date \_\_\_\_\_

Supervising Faculty Signature \_\_\_\_\_ Chairperson Initial \_\_\_\_\_

☼Division chair will review and/or mediate in appeal situations.

COURSE REGISTRATION (Check one)

POSSIBLE HOURS

GRADING SYSTEM

Undergraduate

___ SocA 389 Writing in Sociology and Anthropology Concurrently with SocA _____	1	Grade
___ SocA 488 The Capstone Experience Concurrently with SocA _____	1	Grade
___ SocA 490-01 Teaching Practicum	1 - 3	Grade
___ SocA 491B Professional Field Exper/Anthropology	1 - 18	P/F
___ SocA 491C Professional Field Exper/Sociology	1 - 18	P/F
___ SocA 495A Independent Study /Anthropology	1 - 6	Grade
___ SocA 495B Independent Study /Sociology	1 - 6	Grade
___ SocA 496 Senior Thesis	3	Grade

___ No. Hours
___ Final Grade

Division in which completing degree:

\_\_\_ Sociology and Anthropology  
\_\_\_ Other (Please Specify) \_\_\_\_\_

(if other) Academic Advisor Name\* \_\_\_\_\_

Nature of the activities to be undertaken to earn credit. Be specific: attach bibliography for 495 and 695. (Include contact name and phone number for field experience.)

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Method of Assessment \_\_\_\_\_

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\* This form will be kept by the Sociology/Anthropology Division until a grade has been assigned; at that time the form will be mailed to the above provided address.

Original to division secretary for file  
One copy to supervising faculty  
One copy to student