

Choosing the Correct Course for Enrollment

1. HIST 685: Directed Studies – This course should be used for topics not covered in established courses in History. In some cases, this might include coursework for a course not being offered in a particular term, but that a faculty member wishes to teach with a small/specific group of students. In residence or *in absentia*.
2. HIST 691: Research – This course should be used for the purpose of conducting research relevant to the field of History, under the supervision of a faculty member authorized by the department to teach/research in the field. In residence or *in absentia*.

Steps in Acquiring Approval for and Enrollment in HIST 685 &/or 691 Coursework

1. Students interested in pursuing directed studies credits should inquire with faculty in the department. The best place to start would be with faculty with whom you've interacted and/or taken courses previously.
2. When a faculty member who is willing and able to supervise directed studies credits is identified, the faculty and student will work together to complete the contract (page 1 of this document). Upon completion, both the faculty member and the student should sign the form.
 - a. Students and faculty should discuss the amount of work required to fulfill the number of credit hours for which the student is registering.
 - b. Directed studies credits can be completed for letter or satisfactory/unsatisfactory (pass/fail) grading. Students can speak with faculty and their academic advisor about the considerations of pass/fail grading vs. letter grading.
3. The form should then be routed to Mary Speelman (marylgspeelman@tamu.edu) in the HIST office.
4. Contracts need to be submitted **by the fourth day of add/drop week** to ensure enrollment in that semester.