

Guidelines for

AECM 3993 (Directed Study in Agricultural Education, Communication and Marketing) AECM 3994 (Directed Research in Agricultural Education, Communication and Marketing)

Undergraduate students who want to earn credit for directed study or directed research in the Agricultural Education, Communication and Marketing program are required to file a [Directed Activity Contract](#) online. This document provides general guidelines for the process.

The University policy requires that to be considered for credit, student workload and grades for a directed activity must follow the same guidelines used in evaluating student performance in a regular course. The policy also requires that a directed activity has the following attributes:

- The work proposed is at the appropriate level, is academic in nature, and students will be involved intellectually
- The project scope is reasonable for the number of credits specified
- The faculty mentor is qualified to serve in the role
- Assessment of student learning and grading criteria are clear and appropriate
- The student will be working in a respectful, inclusive environment

Please follow the steps below when you planning a directed study or directed research project in the Agricultural Education, Communication and Marketing program.

1. Before signing up for either of the two courses, speak with your advisor to find out how the project credits will fit into your program of study, how to find a faculty member who is willing to serve as your mentor in the project, and how to register for the course.
2. To earn credit for your directed activity project, you need to fill out a [Directed Activity Contract](#) online. The contract is an agreement between you and your instructor, consisting of two components:
 - (a) **The Project:** Speak with the instructor about your project, including study description/objectives, and study methods/resources/strategies to be used. Discuss with the instructor the appropriate number of credits and the grade basis. **(Students:** You need to fill in the above information in your contract.)
 - (b) **Expectations and Evaluations:** Discuss the reporting requirements, other course requirements, and the project evaluation procedure with the instructor. You are expected to meet with the instructor regularly during the project. You are required to submit a study report to the instructor at the end of the term. The report should follow all the requisites of a professional report and should meet the requirements agreed in the Directed Activity Contract. **(Instructors:** You will fill in the course expectations in the Faculty Mentor/Evaluation form, which is a part of the contract.)

Important: The directed study report cannot be used to fulfill requirements for any other course without the written permission of the instructors of both the directed study and the other course.

The Office of Undergraduate Education has developed a one-page [Directed Activities Contract Student and Faculty Discussion Guide](#) to help facilitate a planning conversation between a student and faculty mentor prior to initiating the Directed Activities contract. Please go through the check list of this document prior to submitting your contract.

3. Complete the contract before you register. Submit a Directed Activity Contract at http://z.umn.edu/directed_activity. To fill out the contract, you will need:
 - The Instructor's UMN internet ID (the first part of their email address)
 - Year and term of the project
 - Course subject and number
 - Number of credits
 - Grade basis
 - Project title
 - Project description (including objectives)
 - Methods, resources and strategies you may use
 - Additional information (optional)

4. After you submit the contract form, wait for instructions about the next steps which you will receive by email. Note that the reviewers may ask you to revise your contract. The contract needs to be approved sequentially by three individuals:
 - Your directed activity instructor
 - A faculty member designated by the Department (Frances Homans, UMN Internet ID: fhomans)
 - The designated Department final approver (Sara Jensen, UMN Internet ID: sjensen)

Important! Please submit your directed activity contract early on, allowing for at least 10 working days for the approval process.

5. You will receive a confirmation email when the contract is approved. Register for the directed activity class as soon as possible using the permission number in your confirmation email.