



# University of Richmond Individual Instruction Course Request Form

## University of Richmond Summer School – Summer 2021 Session

Each section below **must** be complete for submission.

**I. Student Information.** Student completes this section with full name, UR ID number, current school, term, and method of individual instruction.

Name: \_\_\_\_\_ UR ID: \_\_\_\_\_

**I am currently a student in:**

- School of Arts & Sciences (A&S)
- Robins School of Business
- Jepson School of Leadership Studies
- School of Professional & Continuing Studies (SPCS)

**Mark one of the following selections for individual instruction and specify the location:**

- Independent Study     In the U.S.     Abroad (specify country) \_\_\_\_\_
- Internship             In the U.S.     Abroad (specify country) \_\_\_\_\_
- Practicum              In the U.S.     Abroad (specify country) \_\_\_\_\_
- Summer Internship Abroad in \_\_\_\_\_  
Program, Country
- International Service Learning in \_\_\_\_\_  
Program, Country

**II. Individual Instruction Course Set-Up and Approval.** This section is completed by UR faculty.

- The student contacts the instructor they intend to work with on individual instruction.
- The instructor decides upon the appropriate subject, course number, and credits as listed for the instructor’s department in the undergraduate catalog for that department’s independent study, practicum and internship offerings.
- The course title is decided upon by the student and instructor and should give an indication of the theme of the individual instruction.
- The instructor should indicate approval of this by completion of the signature space.
- The Department Chair should review and indicate approval by completion of the signature space.
- The Dean of the student’s school as listed in Part I, should indicate approval by completion of the signature space. (For students in SPCS or Other, the Dean’s approval should be obtained through the SPCS Associate Dean’s office.)

Subject: \_\_\_\_\_ Course Number: \_\_\_\_\_ Credits: \_\_\_\_\_

Course Title: \_\_\_\_\_

Instructor Name: \_\_\_\_\_

Instructor's Signature: \_\_\_\_\_

Department: \_\_\_\_\_

Department Chair's Signature: \_\_\_\_\_

School Dean's Signature: \_\_\_\_\_

A&S, Robins School of Business, Jepson School of Leadership Studies, SPCS

**III. Student's Signature.** \_\_\_\_\_ Date: \_\_\_\_\_

**Important:** Summer tuition is charged for all independent studies and internships taken for credit.

Return this form to the Office of the University Registrar in the Queally Center. All individual instruction will be set up in the Summer term. *Review the Summer academic calendar at [registrar.richmond.edu](http://registrar.richmond.edu) for dates.*