



FAMU-FSU
Engineering

Civil and Environmental Engineering

Guidelines for CGN 5905—Directed Individual Study (DIS)
Department of Civil and Environmental Engineering

1. Program Requirements

A maximum of six (6) credit hours from up to two (2) Directed Individual Study (DIS) courses may be applied towards degree requirements with prior approval from the CEE department. The content of the DIS may not directly overlap with thesis or dissertation research work, nor may it duplicate the content of an existing course.

2. Topic Selection

The student and respective major professor must work with the faculty member directing the DIS (i.e., DIS instructor) to define course contents consistent with the student's Masters or Ph.D. plan of study. The DIS course must be in a well-defined coherent subject area in which similar graduate courses are offered at other universities. The DIS plan of study shall not be a component of the student's thesis, project or dissertation topic. However, the DIS topic can be related to the student's dissertation. The DIS should be viewed as a stand-alone graduate class equivalent to regular classes that supports a student's particular areas of interest that is not offered in regular classes. DIS credit will not be awarded for paid work such as graduate research assistantship or internship or work that was completed for other academic credit.

3. Approval Process

At least one week before the beginning of the semester, the student should submit a DIS course approval form, a syllabus, and an abstract to the department for approval. The approval form must outline the frequency and length of regular meetings between the instructor and the student. The student effort for a DIS course should be equivalent to the effort for any other 5000 level courses that have the same credit hours. The syllabus must outline the contents of the course, mode of teaching, textbooks or references to be used, work that will have to be completed, and the basis for student evaluation. The abstract should contain 200-300 words.

Once the form is complete and both the student and instructor have signed, the student should submit it to Graduate Coordinator & Advisor Barbara Twyman by email at btwyman@eng.famu.fsu.edu for final review. If the form passes the administrative audit, final departmental signatures will be added and the Academic Coordinator will create a unique course section. Once the course is available, the student will be notified by email of the class and section number. The student must enroll in the course through their student account (iRattler at FAMU, Student Central/my.fsu.edu at FSU). You must sign up for the correct section to receive credit for the class; see Figures 1 and 2 for illustrations.

Class number provided by Dept.
 Confirm that you are signing up for the correct section.

Confirm instructor name and topic (if provided)

CGN 5905 - DIRECTED INDIV STUDY							
Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	
1092	601-IND Regular	TBA	Independent INDEPEND 00001	Tarek Abichou	01/06/2020 - 05/01/2020	●	
3229	602-IND Regular	Sa 3:00PM - 4:00PM	FAMU-FSU COL COEA A0125	Clayton Clark II	01/06/2020 - 05/01/2020	■	
3244	603-IND Regular	TBA	Independent INDEPEND 00001	Gang Chen	01/06/2020 - 05/01/2020	■	

Figure 1: Sample FAMU course listing from iRattler

CGN 5905 - Directed Individual Study							
Class	Section	Days & Times	Room	Instructor	Topic/Comment	Meeting Dates	Status
956	0004-DIS Regular	TBA	TBA	Gang Chen	Landfill Leachate	01/06/2021 - 04/23/2021	■
Enrollment Capacity		1	Available Seats		0		

CGN 5905 - Directed Individual Study							
Class	Section	Days & Times	Room	Instructor	Topic/Comment	Meeting Dates	Status
15613	0006-DIS Regular	TBA	TBA	Qian Zhang	Design of Strain-Hardening Ce	01/06/2021 - 04/23/2021	■
Enrollment Capacity		1	Available Seats		0		

CGN 5905 - Directed Individual Study							
Class	Section	Days & Times	Room	Instructor	Topic/Comment	Meeting Dates	Status
15652	0007-DIS Regular	TBA	TBA	Juyeong Choi	Built Environment Planning	01/06/2021 - 04/23/2021	●
Enrollment Capacity		4	Available Seats		1		

Figure 2: Sample FSU course listing from Student Central (my.fsu.edu)

4. Documentation Requirements

In the final exam week, the student must prepare a binder containing all the material from the DIS course including graded notes, homework, quizzes, examinations, projects, term papers, written or used computer programs, and any other relevant material, and submit the binder to the DIS instructor. By the end of the week following the final exam week, the student should submit the binder to the Department Chair. Failure to conform to the approval process and the documentation requirements can lead to, at the Department Chair's discretion, refusal to allow the student to enroll in a DIS course in the future.



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CGN 5905—Directed Individual Study (DIS) Approval Form

SECTION I: COMPLETED BY THE INSTRUCTOR

Name of the DIS instructor: _____ DIS Credit Hours: _____

Title of Proposed DIS course: _____

Justification for the DIS course: _____

Format of the DIS:

1. Regular formal lecture:	Yes/	No	No. of hours per week: ____
2. Meetings with professor:	Yes/	No	No. of meetings per week: ____
3. Assignments:	1)		
	2)		
	3)		
	4)		
	5)		

Grading convention: A-F / S-U

DIS instructor signature and date: _____

SECTION II: COMPLETED BY THE STUDENT (Then Submit to the Department)

Name of Student: _____ Major Professor: _____

Student ID #: _____ Registration Semester: _____ Previous DIS Credits: _____

Current Thesis/Dissertation or Project Title (if known)

Student signature and date: _____

Email completed signed form (last page only) with syllabus and abstract attached to Graduate Coordinator & Advisor. Once course is created you must enroll in the course through your University student account. Student is responsible for submitting binder of completed work within one week of the semester's end. Failure to submit binder may affect permission to sign up for additional DIS courses.

SECTION III: TO BE COMPLETED BY THE DEPARTMENT

Reviewed by: _____
GradCoordinator & Advisor

Approved by: _____
Department Chair