

Graduate Studies in Technology
College of Technology
Bowling Green State University

CONTRACTED STUDY IN CAREER & TECHNOLOGY EDUCATION: C&TE 684 or 685,
Directed Readings in Career and Technology Education

The purpose of a contracted study is to allow a student to pursue intensive individual study or research.

The student works with a faculty member who is qualified to interact on the topic. The contracted study may culminate in a formal research report, a technical report, or any other project that best represents the solution or competencies being pursued. The “end product” should be clearly agreed upon between the professor and student before registering for credit.

THE PROCEDURE FOR ARRANGING A CONTRACTED STUDY

1. Before registering, inform your major advisor that you intend to pursue an independent study the following semester.
2. Work with major advisor to identify the graduate faculty member most qualified to interact with you and your problem.
3. Prepare and present that graduate faculty member with a one page abstracted proposal of your anticipated topic and consult with the faculty member to elicit cooperation and approval of your topic. See form on back.
4. Once the graduate faculty member has approved the topic, submit the contracted study form to your major advisor for approval. After both have signed the form, contact the Office of Graduate Studies secretary for a section number. You must decide if you will register for a grade or S/U. Register for C&TE 684 for a grade. Register for C&TE 685 for S/U. You and the graduate faculty member have the option of choosing a specific title for this course. This title will appear on your transcript. If a title is not specified at time of registration, the title of Directed Readings in Career and Technology Education will automatically appear on your transcript.
5. Meet your contracted study graduate faculty member early in the first week of the semester to finalize the study.
6. Refine the proposal with that graduate faculty member.
7. Pursue the contracted study topic and interact regularly throughout the semester with the graduate faculty member on the problem.
8. Submit your final report to your contracted study graduate faculty member on the date communicated above. If your final report is a formal paper, it must conform to the APA manual.

**CAREER AND TECHNOLOGY EDUCATION (C&TE) PROGRAM
CONTRACTED STUDY PROPOSAL**

Name: _____ Course #:

PID# or SS#: _____ Credit Hours:

E-mail: _____ Sem/Yr:

Phone: _____ Section #:

Title of the Study

Objectives of the Study

Outcome of the Study

Evaluation Process

Approved By:
Faculty Member

Major Advisor