MEEN 485 – Directed Studies is available to students for special projects or directed course material with a specific professor in the Department of Mechanical Engineering.

MEEN 491 – Research is available to students who will be involved in independent research under the tutelage of a specific professor in the Department of Mechanical Engineering.

In both cases, students must prepare a proposed syllabus for the respective course(s). The proposed syllabus, at a minimum, must describe: 1) Objective(s) of the Directed Study or Research (i.e., what do you expect to learn from the course?), 2) Approach (i.e., how will you go about satisfying the objective(s), 3) Expected Outcomes / Deliverables (i.e., what must you produce, if anything, by the end of the semester, 4) Weekly Schedule (i.e., how will this course be built into your weekly schedule, including meetings with your advisor if appropriate), 5) Grading Scheme (i.e., how will your grade be determined at the end of the semester?), and 6) Credit Hour Justification (i.e., how do you justify the number of credits being enrolled?). Your faculty advisor must approve your proposed syllabus.

How do I know if I should register for MEEN 485 or MEEN 491?
- Are you learning or embodying something that’s already known? MEEN 485
- Are you in pursuit of discovering / advancing knowledge? MEEN 491

Can I have more than 3 credits of either MEEN 485 or 491 apply to my degree? No. You can only apply 3 credits each of MEEN 485 or MEEN 491 to your degree. You can register for less than 3 credits of either course; regardless of the number of credits enrolled, you must justify your credit hours per the proposal requirements described above. You may enroll in more than 3 credits of either (e.g., to support Honors thesis), but only 3 credits of either can apply toward your degree.

Can I have credits of MEEN 485 and MEEN 491 both apply to my degree? Yes, but only if each are unique learning experiences. That is, using a MEEN 485 and MEEN 491 to construct a year-long engineering or research project is not the spirit of combining these two courses. But, applying specialized skills learned in a MEEN 485 one semester to a novel research project a subsequent semester would likely be two different unique learning experiences. Talk with an advisor to fully understand the details.

For both courses (MEEN 485 and 491), students must have a minimum GPA of 3.0. If approved, the courses will satisfy a non-MEEN technical elective on your degree plan. Students may take MEEN 491 for Honors research; additional paperwork with the Honors office is required.

Procedures
- Identify a Faculty Advisor, select a topic, and prepare a syllabus proposal as described above.
- Complete the attached REQUEST FOR PERMISSION TO ENROLL IN MEEN 491 or 485 form (including faculty signatures) and submit it with your proposed syllabus. Form must be submitted three business days prior to start of the semester.
- The Advising Office will automatically enroll you in the course if approved.
REQUEST FOR PERMISSION TO ENROLL IN MEEN 485, 491, or 491H

STUDENT UIN: _______________________________  DATE: _______________________

STUDENT NAME: _______________________________  GPA: ___________

E-MAIL ADDRESS: _______________________________  PHONE: _____________________

FACULTY ADVISOR: _________________________________________________________________________

TITLE OF DIRECTED STUDY / RESEARCH: ______________________________________________________


IS THIS REQUEST IN COMPLIANCE WITH THE GUIDELINES STATED ON PAGE 1?  ____ YES   _____ NO
IF NO, A MEMO FROM THE FACULTY ADVISOR JUSTIFYING ANY AND ALL EXCEPTIONS MUST BE INCLUDED.

HAVE YOU ENROLLED IN EITHER A MEEN 485 OR MEEN 491 BEFORE?   ____ YES1   _____ NO
IF YES, EXPLAIN HOW THIS PROPOSED 485 / 491 IS DIFFERENT FROM YOUR EARLIER 485 / 491:


1N.B. It is not the spirit of MEEN 485 / 491 to create year-long research / engineering projects.

<table>
<thead>
<tr>
<th>INDICATE 485, 491, 491H</th>
<th>NUMBER OF CREDIT HOURS</th>
<th>DEGREE PLAN REQUIREMENTS (e.g., non-MEEN Technical Elective)2</th>
<th>SEMESTER &amp; YEAR</th>
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2Students may choose to take MEEN 485, 491, or 491H, and not have it fulfill a degree plan requirement. The basic eligibility requirements, however, must still be met. The course will still appear on the student’s transcript and will be used in determining his or her GPA.

STUDENT SIGNATURE:  ___________________________________________  DATE: ___________________

FACULTY ADVISOR:  _____________________________________________  DATE: ___________________

APPROVAL:  ___________________________________________________  DATE: ___________________

Undergraduate Program Director

Note: It is the student’s responsibility to check on the status of this request. Please check with your Faculty Advisor.

FOR MEEN ADVISING OFFICE USE ONLY

Request approved. Student registered:  __________   _________  Copy of approved proposal sent to Faculty Advisor:  __________

Date            Section #                                                           Date

Request denied. Original proposal returned to Faculty Advisor:  __________________

Date

rev. 10-2-2014