

MAE 199 CONTRACT

NAME _____ CLASS LEVEL _____ PID _____

MAJOR* (circle one): Mechanical / Environmental

CURRENT GPA _____ (To qualify GPA must be 3.0 or above)

Brief Description of Proposed Research Project:

(Attach additional sheet if necessary)

Courses Taken in Preparation for Research Project:

Student understands that he/she is undertaking this project without the guarantee that he/she will receive Technical Elective credit, that he/she must petition for such credit after having completed the **two-quarter** project, and that the success of the petition will be based on the quality of the research and **final report** as determined by the MAE 199 advisor and the Chair of the Undergraduate Affairs Committee.

My initials indicate that I have read the reverse side, and understand the procedures for obtaining technical elective credit. Failure to follow these procedures, may result in my receiving no T.E. credit. _____

Signature of Student

Date

Signature of 199 Advisor

Date

APPROVED

DENIED

Department Stamp

*Aerospace Engineer majors cannot receive TE credit

MAE 199 CONTRACT

MAE students may take MAE 199, Independent Study for Undergraduates, under the guidance of an MAE faculty member. **199's may not replace ABET approved courses.** This course is taken as an elective on a P/NP basis. Under the following restrictive conditions, however, it may be used to satisfy upper-division technical elective course requirements for the major:

- (1) The student must be in the major and have a GPA of **3.0** or better at the beginning of the MAE 199 project.
- (2) The project must cover **two consecutive quarters** of work and the performance must be equivalent to A or B work, as determined by the 199 project adviser and the Chair of the Undergraduate Affairs Committee. If the performance is not of A or B quality after the first quarter, the adviser may cancel the "contract" and the student may not attempt additional MAE 199 units.
- (3) The student must declare his intention to seek technical elective credit by filing with the department a Special Studies form (each quarter) and an MAE 199 Contract. **These forms must be completed, approved, and processed prior to the beginning of the quarter in which the course is to be taken.** Please keep in mind that the Registrar's Office does not recognize enrollment in a 199 until they receive the approved Special Studies form for each quarter of the 199.

The initial "contract" should be in the form of a brief single page proposal outlining the proposed research objectives, the course background the student has had or will be taking as preparation to accomplish the research, and the student's current GPA. The contract must be signed by the student, his/her MAE 199 adviser and the department chairperson.

At the end of the first quarter, a progress report must be submitted to the adviser before the end of finals week. The adviser may cancel the contract for less than B performance, assigning a grade of P or NP, as appropriate. **These units will not count toward technical elective credits.** Otherwise, at the end of the first quarter, based on the progress report, an internal grade of A or B will be assigned and reported to the student in a memo, and the student will be allowed to continue.

At the end of the second quarter, the adviser will assign an internal letter grade based on the final written report and discussions with the student during the previous quarter. If the grade is less than B, a grade of P or NP, as appropriate will be reported for the second quarter, and **no technical elective credit will be given.** Otherwise, the final report must be submitted to the Undergraduate Affairs Committee at the end of the second quarter to determine what technical elective credit the student will receive. **It is the student's responsibility to make sure that his/her 199 adviser gets the report turned in on time. Late reports may be denied.**