College of San Mateo
Information and Procedures for SPECIAL PROJECT 690 COURSES
Updated 10/10/2014

A 690 course can be offered in any discipline where there is an established 690 number. The course is an opportunity for an eligible student to do independent study under the direction of a discipline faculty member and under the supervision of the division dean. The course is developed as advanced study in a specific discipline to enhance the student's depth of knowledge and experience beyond the established curriculum in that discipline.

Who is eligible to enroll in a 690 course?

* The student must meet the prerequisite: Students are eligible request approval of a 690 course only after completion of at least 2 college courses in the subject field and a 3.0 GPA in the subject field.
* Normally a student may be enrolled in only one 690 course in a semester.
* The offering of a 690 Special Project course is based on the interest and availability of a discipline faculty to supervise a course and the approval of the Division Dean.

How many units for a 690 course?

* A 690 Special Project course may be available for 1, 2, or 3 units. The specific unit value is identified in the individual 690 Course Contract.
* Course work is established with lab hours based on a 16 week semester. For summer term the same minimum number of work and student-teacher contact hours is required but the weekly hours must be adjusted to comply with a shorter term.

1 unit of 690 course work = minimum of 48 hours *3 hours of work per week to include 1 hour of direct student-teacher contact as identified in the Course Contract record of student-teacher contact hours.*	*2 units of 690 course work = minimum of 96 hours* *6 hours of work per week to include 2 hours of direct student-teacher contract as identified in the Course Contract record of student-teacher contact hours.*	*3 units of 690 course work = minimum of 144 hours* *9 hours of work per week to include 3 hours of direct student-teacher contract as identified in the Course Contract record of student-teacher contact hours.*

Does a 690 course meet degree requirements?

* A 690 Special Project course does not meet a requirement for an associate degree, certificate, or transfer. Typically a 690 course is designed for advanced independent study. The course and units are elective units that are applied to the associate degree and to CSU (California State University) transfer only. The 690 course is not intended to supplant or replicate a course established in the college catalog.
* In limited cases, a 690 course can be approved by the Division Dean as a course substitute for a CSM associate degree or certificate requirement. This course substitution approval should be noted in the Course Contract.

What is the procedure to establish a 690 Special Project course and what is the enrollment process?

1. The discipline faculty and student develop a course of study and student learning outcomes and determine the appropriate unit value of the project related to the time investment noted above. The discipline faculty confirms that the student meets eligibility (as noted above) for the 690 Special Project course.
2. The discipline faculty and student complete a 690 Special Project Course Contract and submit the signed Contract to the Division Dean for review and signature approval.
3. If approved by the Division Dean, the Division Office, the discipline faculty, and the student receive a copy of the contract.
4. The Division Assistant assists the student to enroll in the Special Project 690 course. When enrollment is complete, the Course Contract begins.
5. At the conclusion of the term, the Course Contract, Student-Teacher Contact record, and student learning outcomes are reviewed and assessed. A copy of the completed Contract is submitted to the Division Office and scanned into WebXtender. The grade for the course is recorded by the faculty in WebSMART.

College of San Mateo –690 SPECIAL PROJECT– COURSE CONTRACT

(All communication with the student is done via MY.SMCCCD email. All approvals must be secured and enrollment completed prior to the start of the 690 Special Project.)

CRN_____ 690 Course _____ Semester & Year _____ Today's date _____
                              (in what department?)

Student Name_____ G#_____

GPA in Subject Field#_____ my.smccd Email: # _____ Phone: # _____

Prerequisite: List the two courses in the 690 discipline that the student has completed and the course grade.

Course #1 _____   _____   _____
      Course # and Title   **Term completed**   **Grade**

Course #2 _____   _____   _____
      Course # and Title   **Term completed**   **Grade**

Discipline faculty _____ **690 Course units:**_____

Detailed description of the course of study, project goal, and student expectations. If the course is designed to act as a substitute for an existing course identify the course. (Attach another sheet if needed.)

semester that a student is enrolled in a 690 Special Projects, it is necessary to identify individual student learning outcomes. Student learning outcomes should be specific and measurable. Please list student learning outcomes using action verbs. For example, "Upon successful completion of this Special Project, the student will be able to…recognize…understand….manipulate… categorize, calculate…describe…analyze, etc. The method of evaluation must also be clearly stated. Academic standards must be the same as those for other regular courses.		
Student Learning Outcomes (at least one SLO must be listed) Upon successful completion of this special project, the student should be able to:	**Assessed? How?**	**SLO Met?**

Required Texts or Readings or other materials:

Method of Evaluation/Procedures for Evaluation and Assignment of Final Grade

Record of Student-Teacher Contact Hours - **Circle one: 1 unit = 48 hrs   2 units = 96 hrs   3 units = 144 hrs**
This chart may be completed during the project but care should be taken to make sure the required work and student-teacher contact hours are achieved as noted on the Information and Procedures page. Additional rows or pages can be added.

Date	Hours	Comments

We agree with the validity of the special project and the evaluation and student learning outcomes identified above. The supervising instructor agrees to provide the necessary supervision as needed. The student agrees to invest the required time and academic attention to achieve the project.

Student's SIGNATURE _____   **Date_____**

Discipline FACULTY SIGNATURE_____   **Date_____**

Division Dean SIGNATURE _____   **Date_____**

ENROLLMENT COMPLETED: _____   **Date_____ Initials:____**
          List CRN and 690 Special Projects DEPARTMENT   completed by Admissions Office
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FINAL GRADE: _____ UNITS: ____ TERM & YEAR: _____ Faculty Signature:_____
          (grade also recorded in Web SMART)

If applicable, COURSE APPROVED AS A SUBTITUTE FOR: _____
     Copy of the completed form with final grade should go to the DIVISION OFFICE, STUDENT, ADMISSIONS & RECORDS OFFICE for WebXtender.