

ABE/ASM 59000 Special Topics Contract Instructions

The ABE/ASM 59000 contract is completed by the student, and constitutes an agreement between an advisor and a student/group of students for individual/small group study of a special problem in a selected area. ABE/ASM 59000 is used for independent study equivalent to an academic course, and should not be used for research projects. The 590 contract must be submitted to the ABE Graduate Program Administrator (Nikki Zimmerman) at least one week prior to the first day of classes of the semester in which the course is to appear. The contract is then sent to the Chair of the Graduate Committee for approval, which must be secured **prior to registration**. Approved copies will be distributed to the Academic Advisor and the 59000 Instructor.

If you are looking to complete an internship with credit connected to professional studies, the 59000 contract can be used to register for course credits.

If you are creating a 59000 to receive credit for taking a GEAPS (Grain Elevator and Processing Society) course, please use the ABE/ASM 59000 GEAPS form, not the form below.

INTERNATIONAL STUDENTS!!!

If you are registering for CPT (practical training that takes place during your studies) or OPT (practical training that occurs after your studies end) **DO NOT USE THIS FORM**. Contact Nikki at nzimmerm@purdue.edu.

Instructions for students:

1. Meet with your Major Professor or the instructor for the 590 course and fill out the attached form.
2. Email the form to Nikki, requesting that you be registered for the course. Copy the course instructor (often your Major Professor but not necessarily) who will need to email their approval.
3. Nikki will have the form reviewed for approval by the Graduate Committee representative. If there are any issues, the student will be notified and should work with the instructor to edit the form and approve. Nikki will notify student once approval complete.
4. Once these approvals are in place, input the necessary information to have the course created in myPurdue, using a variable title course.

How to request a Variable Title form

https://www.youtube.com/watch?v=TL_P6UQuWdg

Confirmed Creation of Variable Title request

https://www.youtube.com/watch?v=aJSZol_fDio

Agricultural and Biological Engineering Department

ABE 59000 or ASM 59000 – Special Problems

This is a contract between an advisor and a student/group of students for individual/small group study of a special problem in a selected area. ABE/ASM 59000 is for independent study equivalent to an academic course, and should not be used for research projects. This form must be submitted to the ABE graduate administrator at least one week prior to the first day of classes of the semester in which the course is to appear. Graduate committee approval must be secured prior to registration.

Date Form Submitted (at least 1 week before start of classes)	
Student Name	
Student ID Number	
Proposed Course Name. <i>No more than 30 characters, including spaces. Use Word Count (in the Review Tab in Word) to check.</i>	
Semester and year of course (e.g., Spring 2024)	
Credit hours (normally 40-45 hours of work per credit)	
ABE or ASM?	
Course Instructor	
Student's Major Professor, if different than Instructor	
Grade Option: P if pass/no pass; G for a letter grade. (Note: To be used on the Plan of Study the G option must be selected)	

Justification:

Describe **why this course needs to be a Special Problems course**. A typical reason is because no similar course is offered, but there could be other reasons. Do not justify a research problem to be studied.

Learning Objectives:

Clarify what the student will learn in this independent study course. These should not be written as research objectives. Learning objectives are usually in the form of "Learn to ...", or "After completing the course, the student will be able to....."

Course Procedure:

Describe what the student will do to achieve the learning objectives. The procedure may include readings, assignments, meetings with the Advisor or other faculty, completion of online modules, reports, etc.] Include a detailed list of readings, assignments, etc.with their due dates if applicable. Use an extra page if needed.

Basis for Grading:

Student Time Commitment	Number of Hours	Notes
Student-Instructor Meetings		Day and time of meetings:
Independent Reading, Online Modules, etc.		
Analysis, Lab Work, other Assignments		
Final Report Preparation, if applicable		Report due date:
Other:		
Semester Total Hours (approx. 40-45 hrs/cr)		