REQUEST TO TEACH AN UNDERGRADUATE VARIABLE - UNIT COURSE
(97T, TC; 98; 99; 192, 194H; 197T, TC; 198, 199; Other_______)

INSTRUCTOR: Complete and submit form to department chairperson for approval.

Course Identification:

Microbiology MIC 190C - 1 unit (instruction credit for instructor)
Department Number MIC 199
Section Units______ Quarter Offered______

Estimated average student/faculty contact (hours/week) ____________

Estimated enrollment in group study course ____________

Topic:

________________________________________________________________________

Course Plan: Explain precisely the work to be undertaken, i.e., subject matter, format of instruction, texts or reading.

________________________________________________________________________

Grading: Explain criteria for awarding a passing grade.

________________________________________________________________________

In addition, complete for individual study:

Student: ____________________________ Major/College: ____________________________

Address: ____________________________ Phone: ____________________________

Total number of units completed to date: ______ I D. #: ____________________________

Other special study courses this quarter: Department ____________ E-mail: ____________

Units: ____________________________

Remind student that 1) completion of 84 units is required to undertake a 194H or 199 course for degree credit, and 2) the limitation on special study courses (99, 194H and 199) is 5 units per term (exception: courses approved as part of the Independent Study Program).

Instructor’s Signature ____________________________ Instructor’s Name (printed) ____________________________ Date ____________

Department Chairperson’s Signature ____________________________ Date ____________

Department chairperson retains form in departmental files for two years from beginning of current term for possible review by the appropriate college courses committee and the Senate Committee on Courses of Instruction.

D574-2 (3/78) CAL-CODE 71461-197
VARIABLE UNIT COURSE INSTRUCTIONS
(MIC 190C, MIC 199, MIC 197T, BIS 197T)

When you enroll in MIC 190C, you must also enroll in MIC 199. They go hand-in-hand like peanut butter and jelly. MIC 190C is an automatic default of 1 unit for lab meetings that are conducted throughout the week by the lab. MIC 199 units will vary with the number of hours you work in the lab. For every 3 hours in the lab, you receive one unit of credit.

For tutoring units (BIS and MIC 197T), you must have previously taken the course you wish to assist.

It only takes 3 SIMPLE steps:

1.) Complete the variable unit petition form (located outside the door of Briggs 357). Make sure you remember to write how many units you will be signing up for and to obtain a signature from your professor.

2.) Bring the completed petition form (with your information and the instructor’s signature) to Briggs 357 where the CRN for the course can be obtained.

3.) Register through Sisweb, using the CRN to add the appropriate units, before the 12th day of instruction each quarter.

*Students must sign up for MIC 190C (1 unit) and MIC 199 (1-5 units) concurrently.