

**REQUEST TO TEACH AN UNDERGRADUATE VARIABLE-UNIT COURSE  
EME/EAE 99 or 199**

3 - 5 hours per week = 1 unit  
 6 - 8 hours per week = 2 units  
 9 - 11 hours per week = 3 units  
 At least 12 hours per week = 4 units

\_\_\_\_\_ 20\_\_\_\_\_  
 Course                  Units                  Quarter                  Year

Student: \_\_\_\_\_ ID#: \_\_\_\_\_

Email: \_\_\_\_\_ Major: \_\_\_\_\_

Total number of units completed to date: \_\_\_\_\_  
 (Completion of 84 units is required to enroll in 199 for degree credit. The limitation on special study courses (99 and 199) is 5 units per quarter)

Estimated average student/faculty contact (hours/week) \_\_\_\_\_

Estimated hours student will spend in lab \_\_\_\_\_

Topic: \_\_\_\_\_

**\*\*STUDENT:** Attach a written proposal (1-2 pages) that documents the objectives of the planned project\*. Include any analysis, design, etc., that will be needed to perform the project. Also, include a projected timeline for accomplishment of the various steps. **Submit the proposal along with this form to the instructor by the end of the first week of the quarter. Once instructor has signed this form, return form to Undergraduate Adviser in 2132C Bainer Hall by the 10<sup>th</sup> day of class.**

**INSTRUCTOR:** For obtaining a passing grade, the student must complete one of the following **by the first day of finals week:**

- Written report (typically, 4-6 pages for 2 units)
- 15-30 minute oral presentation at a conference or lab meeting
- Other requirements for a passing grade: \_\_\_\_\_

**Instructor's Approval: Sign only after student has submitted a valid project proposal.**

\_\_\_\_\_  
 Instructor's Signature                  Instructor's Name (printed)                  Date

\* Project cannot simultaneously be used for EME/EAE 199 credit and for senior design project (EME 185A/B, EAE 130A/B) credit.