

UNDERGRADUATE PROBLEMS REQUEST FORM
Request to Enroll in MUS 351

Undergraduate Problems courses may be taken only upon the recommendation of the instructor of record and with the approval of the Department of Music Chair and Undergraduate Advisor.

INSTRUCTIONS: Obtain instructors' signatures on the reverse side and submit this form to the Department of Music Undergraduate Advisor by the Monday of the second week of classes.

NOTE: Problems courses may not be added to a student's course load after the second week of the semester.

Name: _____ E-mail: _____

UNM ID #: _____ Semester: _____ CRN: _____ No. of hours: _____

1. Faculty member who will teach the course: _____

2. Topic of the course: _____

3. Purpose of the course: _____

4. Describe what will happen in the course (be as specific as possible): _____

5. For each hour of credit earned, problems courses demand a MINIMUM of 45 hours work, including actual contact time and work you do outside of meetings with your instructor. I.e., for one hour credit, you should be putting in an average of 3 hours per week (2 hrs. credit = 6 hrs. work per week; 3 hrs. credit = 9 hrs. work per week). Please estimate the amount of time you propose to spend in this course. Break the total down by type of activity. For example, will you be meeting with the instructor on a regular basis? If so, how often and for how long each time? Will you be observing studio classes or lessons, directing rehearsals, conducting interviews? How many hours per week will you spend on other activities such as writing papers, composing, research, etc.? Consult your instructor concerning his or her expectations.

TOTAL HOURS FOR THE SEMESTER: _____

6. Do you intend that this problem substitute for a regularly scheduled course? Yes No

If yes, which course and why? _____

(over)

7. What will be the results of this problems course?

Important: Copies of term papers, examinations, compositions or other tangible results must be turned in to the Undergraduate Advisor. For musical performances, please submit a copy of the printed program, showing the date and venue, and an audio or video recording if possible. Copies of your materials will be placed in the Music Office for a period of time for scrutiny by interested faculty.

Examination(s) (how many?): _____

Term Paper (length?): _____

Musical Composition(s) (number? length?): _____

Performance (describe): _____

Other (describe): _____

8. Attach a bibliography in standard bibliographic format.

 The student has my approval to take the problems course as described above.

Student's Major Instructor

Date

I agree to teach this Problems course as described above.

Problems Course Instructor

Date

OFFICIAL USE ONLY

Approved as submitted Approved with modifications (see below) Denied

Undergraduate Advisor

Date

Approved Denied

Department Chair

Date