

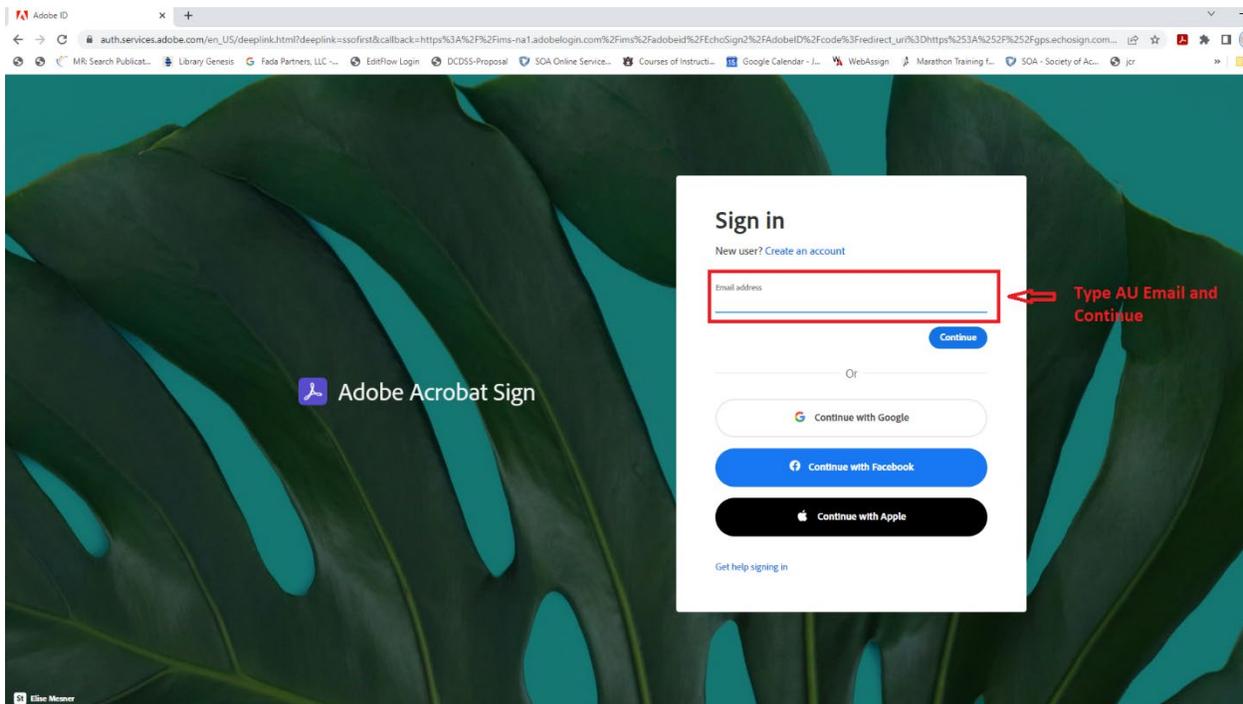
COSAM Electronic Directed Studies Form

Instructions for Faculty

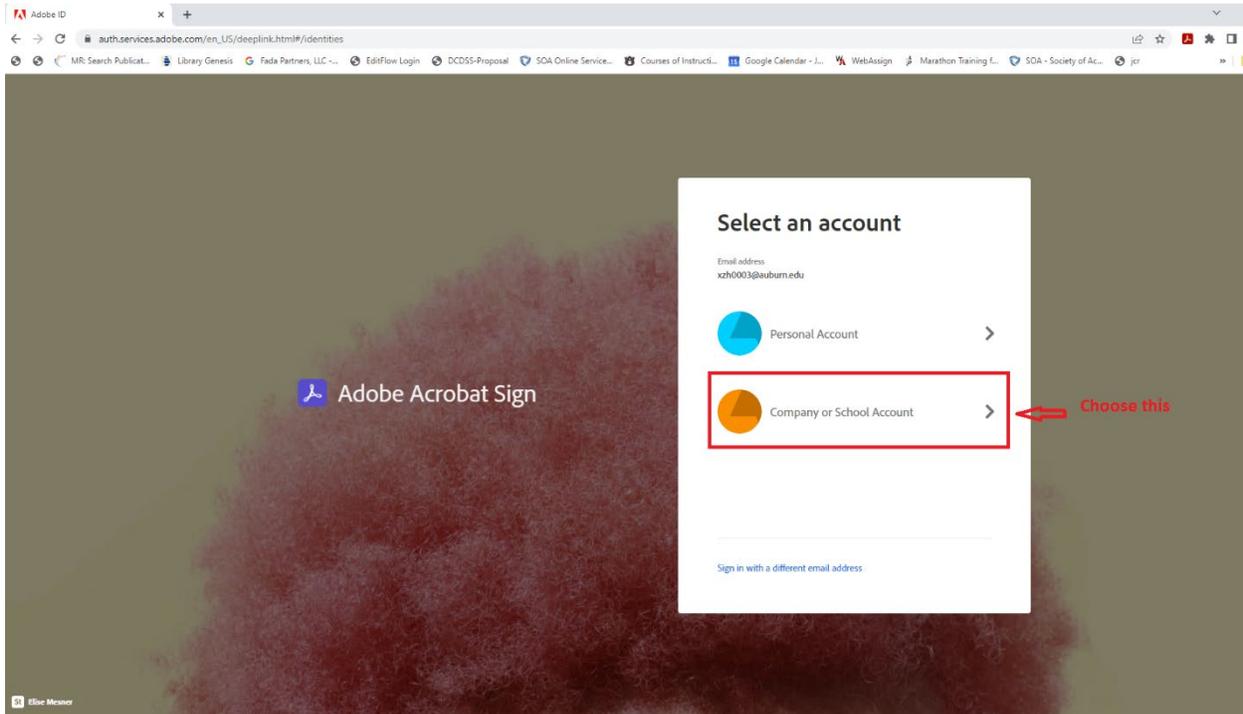
Step 1. Access one of the following links, based on the faculty member's home department (and the student's course level for DBS):

- **DBS undergrad** - <https://aub.ie/csmdbstds>
- **DBS grad** - <https://aub.ie/csmdbsggrdds>
- **DCB** - <https://aub.ie/csmchemds>
- **GEO** - <https://aub.ie/csmgeods>
- **DMS** - <https://aub.ie/csmmathds>
- **PHYS** - <https://aub.ie/csmphyds>
- **SCMH** - <https://aub.ie/csmcmhds>

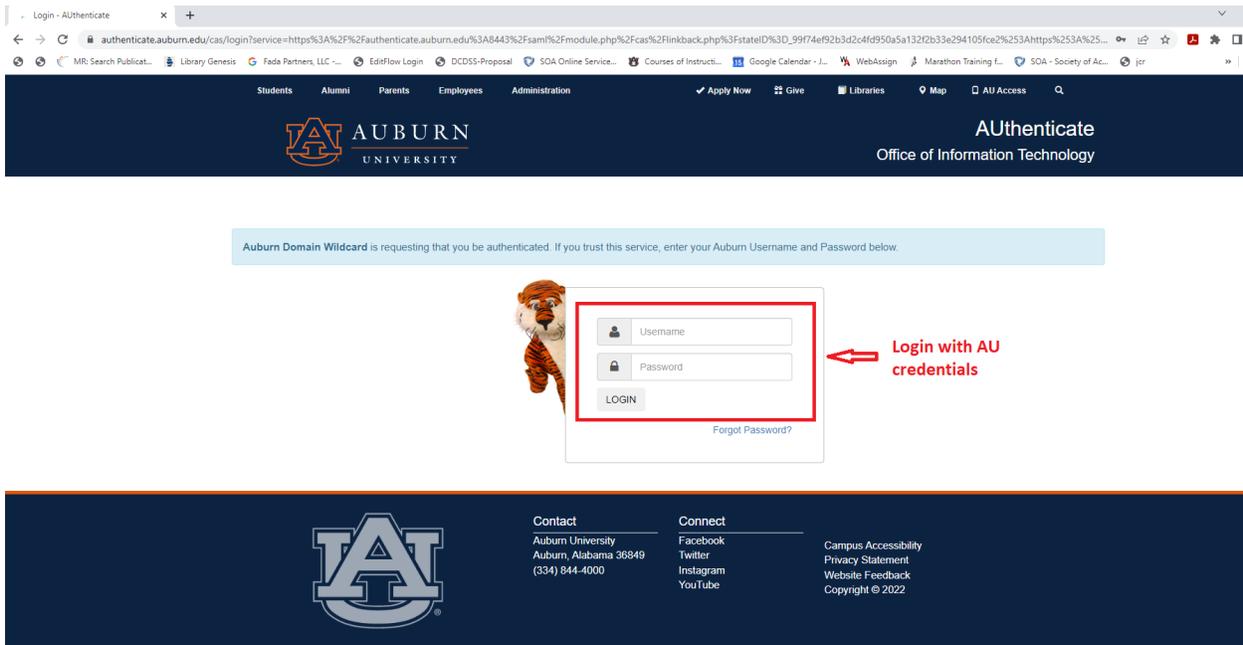
Step 2. Input your AU email address and “Continue” button to the lower right of the email address box:



Step 3. Choose “Company or School Account”



Step 4. Login in using your AU credentials



Step 5. Input the student’s email, read the instructions, attach the course syllabus, and click “Send”. All other contacts are prefilled.

Read the instruction

Attach the syllabus here

Click "Send" after the syllabus is attached

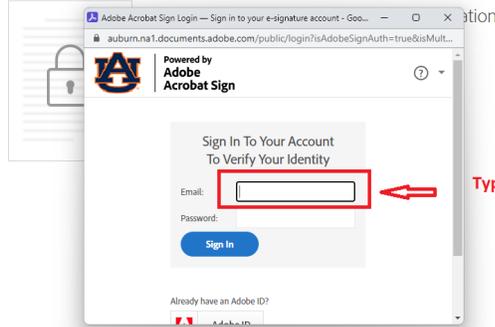
Step 6. Click the “Acrobat Adobe Sign” icon for the next step.

Click here for the next step

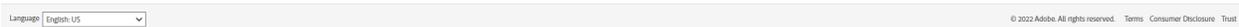
You will be asked to input your AU email again.



You should have got an email notification by now. You can use that email to come back to this process later if needed.



Type AU Email again



Step 7. Now you have access to the agreement form. Please read the instructions, and fill in all the blanks with *.



Options ▾ COSAM Directed Studies/Special Problems Course Faculty/Student Agreement Form Next

College of Sciences and Mathematics Directed Studies/Special Problems Course Faculty/Student Agreement Form

PLEASE COMPLETE THE FOLLOWING STEPS TO EXECUTE THIS AGREEMENT:

- 1. The faculty member supervising Directed Studies/Special Problems course:**
 - a. Faculty member fills out the digital agreement form
 - b. Faculty member attaches course syllabus
 - c. Faculty member digitally signs form
 - d. Student digitally signs form
- 2. Form then is submitted to the departmental office for approvals**
 - a. Department Admin approves or cancels form, registers student for course (if prior to 15th day of class; 5th class day for summer terms) if approved
 - b. Department Chair digitally signs or cancels form
- 3. Form is submitted to COSAM ADAA office for approvals**
 - a. ADAA admin approves or cancels form
 - b. Associate Dean digitally signs or cancels form

Read the instruction and click "Start" →

Language: English - US © 2022 Adobe. All rights reserved. Terms Consumer Disclosure Trust

Please make sure to provide all information required. Some may be copied and pasted from your syllabus. **IMPORTANT: Forms without complete information will be canceled after reviewed by admins at later steps. If this occurs, a new approval process has to be started from Step 1.**

Review and Form Fill

auburn.na1.documents.adobe.com/public/esign?aid=CBJCHBCAABAA3fj1ZQMVF3ZQ6Ck9s2a5Ishb1-UKws&pid=CBJCHBCAABAAARLr1VGM_YXCTyYxj3omJnatXWtBtM&expId=8545949483307343278815936327366011042

Powered by Adobe Acrobat Sign

Options COSAM Directed Studies/Special Problems Course Faculty/Student Agreement Form Next rec

Fill all the blanks with *

Next

College of Sciences and Mathematics Directed Studies/Special Problems Course Faculty/Student Agreement Form

STUDENT: * BANNER I.D. #: *

PROFESSOR: * DEPARTMENT: *

COURSE: * SEMESTER: *

CREDIT HOURS: * CHECK IF S/U CREDIT: **Remember to check this box if S/U credit**

[Clarify below what the student will do and how their effort will be evaluated for the credit earned.]
[A syllabus must be attached.]

OBJECTIVE OF COURSE:

PLANS TO OBTAIN OBJECTIVE:

Language English-US

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Required information

- For “Deliverable(s) to be generated by students:” Describe all coursework that students will complete for your course. This might include homework assignments, exams and/or quizzes, lab reports, lab work logbooks, reflection writing assignments, presentations, etc.
- For “Criteria to assess deliverable(s):” Describe how the deliverables listed above will be assessed/graded. Grading of exams/quizzes is usually straightforward and needs no explanation, but criteria for other types of assignments might include completeness, accuracy, or other factors. If a grading rubric for a deliverable is available, it would be helpful to include that with the syllabus for clarity.
- For “Components of final grade/grading scale:” List the deliverables on which student grades are based, and for each provide the percent it contributes to the final student grade. Also include the grading scale for course grades (e.g., the usual scale is 90-100% = A; 8—89.9% = B, etc.)

Step 7. Sign at “Faculty Signature” line

Make sure to provide detailed information of these items, even if they are already provided in the syllabus attached

Forms with incomplete information will be CANCELED later, and have to be started all over again

Click here after finish

PLANS TO OBTAIN OBJECTIVE:

DELIVERABLE(S) TO BE GENERATED BY STUDENT:

CRITERIA TO ASSESS DELIVERABLE(S):

COMPONENTS OF FINAL GRADE/GRADING SCALE:

Dept Admin

ADAA Admin

Student Signature

Click here to sign

Faculty Signature

Department Chair Signature

Date

Oct 9, 2022

Date

Date

Date

Final Step. The “Submit” button will appear after all blanks are filled, and you have signed. Once you hit “Submit” the process is done on your side. The student will get a notification to sign, and the department admin will get a notification to review the form.

PLANS TO OBTAIN OBJECTIVE:
test

DELIVERABLE(S) TO BE GENERATED BY STUDENT:
test

CRITERIA TO ASSESS DELIVERABLE(S):
test

COMPONENTS OF FINAL GRADE/GRADING SCALE:
test

Dept Admin

ADAA Admin

Student Signature

Faculty Signature

Department Chair Signature

Date

Oct 9, 2022

Date

Date

Date

Submit

After hitting "Submit" the form will be sent to the Dept Admin to check, and to the student to sign.

This sign will show after all required fields are filled