



COMM 494: Research Practicum Contract

The Research Practicum provides undergraduate students the opportunity to earn academic credit for assisting faculty members on research projects. In order to be granted permission to register for COMM 494, you need to obtain permission from the faculty member who will be responsible for supervising and assigning credit for your participation.

The faculty member should have a syllabus for the Research Practicum already on file with the Communication Director’s Office and Annenberg Advisement and Academic Services Office. This syllabus describes the nature of the research project, course expectations, required assignments/activities, and grading criteria.

Return this form to Annenberg Advisement and Academic Services (ASC 140—Annenberg Student Services). D-clearance will not be given without the faculty member’s signature. It is recommended that this form and all accompanying documentation be submitted no later than the end of the second week of the semester.

Important: A maximum of 4 units of COMM 494 can be applied towards degree requirements.

Semester/Year: _____ Section #: _____ Units: _____
(min. 2 units; max. 4 units)

Student’s Full Name: _____ USC ID#: _____

Email Address: _____ Cell Phone #: _____

Mailing Address: _____

Faculty Member Name: _____

Student signature: _____

Date: _____

Faculty signature: _____

Date: _____

Staff signature: _____

Date: _____

**USC Annenberg
COMM 494 Research Practicum
Student Checklist**

All COMM 494 Research Practicum forms must be submitted no later than the end of the second week of the semester.

Prior to the proposal submission:

- Consult the Annenberg Advisement and Academic Services website regarding COMM 494: Research Practicum policies and guidelines.
 - The Research Practicum Contract can be downloaded from the website:
<http://annenberg.usc.edu/CurrentStudents/UGStudentSvcs/Forms.aspx>
- Identify and contact the faculty member with whom you would like to work.
 - A list of available research opportunities for the semester are located on the Annenberg Advisement and Academic Services website ('Research Opportunities' tab).
- Obtain a course syllabus from the faculty member supervising your research participation. The syllabus should provide the following information:
 - Description of the Course (i.e., course overview and learning objectives)
 - Explanation of difference between 2 and 4 unit enrollment
 - Description of Required Reading Materials (if applicable)
 - Tentative Course Schedule
 - Grading Assessment
 - Explanation of Grade Breakdown
 - Academic Integrity Statement
 - Disability Statement
 - Ethical Guidelines (*optional*)
- Complete the COMM 494: Research Practicum form and submit it to your Academic Advisor.

Please note that submitting a Research Practicum form does not guarantee approval.