

MEETING RECORD FORM INDEPENDENT STUDY

(For Advisor – To be submitted at the end of the semester)

Name of student: _____ Registration No.: _____

Semester: _____ Credits Registered: _____

Progress and Meeting Record

For Office Use Only

Appointment Letter _____ (signed)
 Long Report _____ (submitted)
 Short Report† _____ (submitted)
 Softcopy (long report) _____ (submitted)
 Softcopy† (short report) _____ (submitted)
 Three questions with answer _____ (submitted)
 IS Honorarium _____ (paid)
 († in proper format)

No.	Date	Venue	Purpose	Progress and Comments
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				

(use additional pages if necessary)

To be filled in by Advisor

Name of Advisor: _____

Topic of Independent Study: _____

Area of Independent Study *(to be filled by the Coordinator)*: _____

Comments (if any): _____

Date & Signature of Advisor

Tentative Letter Grade *(Assigned by Observer*)*: _____

(after report presentation – to be filled by Academic Controller)

Date & Signature of Academic Controller

Final Letter Grade Assigned: _____

Date & Signature of Program Manager

*Please submit this form with copy of final reports in proper format (hard & soft)† by final exam week at the end of the semester
 Independent Study report must be presented in an open forum on the first Saturday after final examination week. Advisor must be present.*

† 2reports: long & short (2000-2500 words in IEEE format) and soft copies on disk