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/csmdbsds](https://aub.ie/csmdbsds)
- **DBS grad** - [https://aub.ie/csmdbsgradds](https://aub.ie/csmdbsgradds)
- **DCB** - [https://aub.ie/csmchemds](https://aub.ie/csmchemds)
- **GEO** - [https://aub.ie/csmgeods](https://aub.ie/csmgeods)
- **DMS** - [https://aub.ie/csmmathds](https://aub.ie/csmmathds)
- **PHYS** - [https://aub.ie/csmphyds](https://aub.ie/csmphyds)
- **SCMH** - [https://aub.ie/csmscmhds](https://aub.ie/csmscmhds)

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.

Step 6. Click the “Acrobat Adobe Sign” icon 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.

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

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/Dean 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. ADA admin approves or cancels form
   b. Associate Dean digitally signs or cancels form
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.

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

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.