

GUIDE TO INDEPENDENT STUDY

The purpose of independent study is to provide you with an opportunity to pursue learning interest not readily available through conventional course offerings. To benefit from the opportunity, you have a three-fold role: (1) to crystallize an independent study idea; (2) to design and negotiate a proposal with a faculty member; and (3) to complete satisfactorily your independent study as outlined in your proposal. To assist students in designing, implementing and evaluating their independent study experience, the College has prepared this guide. By following the suggested procedures students should be able to design academically acceptable and personally rewarding independent study projects.

Most proposals will fall into one of the following categories:

- a. Reading and analysis of a selected bibliography relating to a theme, concept, or problem.
- b. Research study dealing with a particular problem for which the student designs and utilizes a problem-solving methodology.
- c. Creation of products in the arts, sciences, or humanities (e.g. production of a play or a work of art).
- d. Off-campus field experiences in which the student becomes acquainted with environmental, pre-vocational, political, social, educational, or technical circumstances.

Prior to the beginning of the term in which the independent study is to begin, you should contact the faculty member under whose direction you wish to work in order to discuss your ideas and to work out the details of your proposal. You should select your independent study adviser on the basis of (1) his/her competence in a discipline appropriate to your proposal and (2) his/her willingness to sponsor a proposal and work with you.

After discussion with your intended adviser, you should write a formal proposal that you should submit to the Office of Academic Affairs with the attached form as a cover sheet. In writing your proposal you should attempt to answer the following questions: what is the purpose or objective of your study? how are you going to carry out your study? approximately how often do you plan to meet with your independent study adviser and what do you plan to accomplish at these meetings? and, what means will you and your adviser use to evaluate your study?

The definition of your purpose should indicate what skills, knowledge, and insights you expect to gain as a result of your project. What will you know, feel, or be able to do as a result of your experience? In stating your objectives, you should be as specific as possible. If you do not communicate the objectives clearly and concisely, you cannot judge how to go about your study or how to evaluate it.

In identifying procedures, you should take care to judge their appropriateness to your objectives. Again, you should be as specific as possible in defining your procedures. Finally, you should indicate the exact form and method of evaluation in your proposal.

The essential consideration in the satisfactory completion of an independent study is to meet all the requirements as contracted. Alterations in study proposals are normal and to be expected, but you should anticipate them and discuss them with your adviser well in advance of the contract deadline. You should make every effort to complete your project within the specified period, but if you have a bona fide reason for seeking a delay, you must negotiate an extension with your independent study adviser. The adviser has no obligation to grant an extension unless s/he determines that your request is legitimately warranted.

Please note that the deadline for approved independent study courses is the end of drop-add in the session when the independent study course will be done. The completed approval form with the signatures of the Independent Study Adviser, the Major Adviser, the Department Chair or Program Director and the Office of Academic Affairs must be filed with the Registrar before the end of drop-add.

INDEPENDENT STUDY FORM

WHEN COMPLETING THIS APPLICATION FORM, PLEASE READ CAREFULLY THE “GUIDE FOR INDEPENDENT STUDY” PROVIDED ON PAGE 1 OF THIS FORM AND FOLLOW SUBMISSION INSTRUCTIONS. THE COMPLETED APPLICATION FORM AND INDEPENDENT STUDY PROPOSAL MUST BE SUBMITTED TO THE OFFICE OF ACADEMIC AFFAIRS NO LATER THAN THE END OF THE FIRST WEEK OF THE TERM IN WHICH THE INDEPENDENT STUDY IS BEGUN.

Date: _____

Student Name: _____ Student I.D. _____

Address: _____ Campus Box _____

College Academic Adviser: _____

Independent Study Adviser: _____

Course Subject (i.e. PSY, BUS, CHM, etc.): _____

Course No:	500	501	299
(Select One)	(Fall)	(Spring)	(Summer)

Independent Study Title:

Location where work will be done:

Approval of Major Adviser: _____

Approval of Chair of Department/Director of Program in which independent study will be conducted:

Name and address of off-campus supervisor, if any (you must also attach a signed letter from this individual indicating willingness to assume responsibilities for your supervision).

TO THE INDEPENDENT STUDY ADVISER

Please do not approve this project until you have read the “Guide to Independent Study,” as well as the student’s formal independent study proposal, and satisfied yourself that the student has written a proposal that meets the criteria stated in the “Guide.” In particular, make sure that you have informed the student about, and that s/he has included in his/her written proposal, the exact form and method by which you will evaluate this project.

APPROVED BY INDEPENDENT STUDY ADVISER: _____

DEAN’S APPROVAL: _____

DATE: _____

- cc: Adviser
- Off-Campus Adviser
- Registrar
- Business Office
- Student