

THE COLLEGE OF EDUCATION AND SOCIAL SERVICES
Application for Independent Study

Name _____ ID# _____ College _____

Address _____ Phone# _____

of Credits _____ Semester/Year Enrolling _____

	EDEC Code #	EDEL Code #	EDFS Code #	EDLP Code #	EDML Code #	EDMU Code #	EDPE Code#	EDSC Code#	EDSP Code#	EDSS Code#	Code#	HDFS Code #	SWSS Code#
55													
197													
295													
397													

Description of proposed research or activity.

Procedures (to be developed later with your advisor). Refer to Guidelines for Independent Studies on reverse side.

_____ Student

_____ Faculty Sponsor for Independent Study

_____ Independent Study Course Coordinator

Final Evaluation (Grade) Grades will not be submitted to the Registrar unless this contract has been completed and signed. _____

- NOTE:** 1. Student must obtain the signature of his/her independent study faculty sponsor before this application can be approved for enrollment.
2. The completed Application for Independent Study must be returned to the appropriate department for the signature of the Independent Study Course Coordinator, i.e.:
- EDEL, EDFS, EDLP, EDLT, EDML, EDSC & EDSP. Dept. of Education, 533 Waterman
 - EDMU. Patricia Riley, Music Education, A318 Music Building
 - EDPE. Physical Education Program, 208 Patrick
 - EDSS. Beth Ann Mohler, Office of Student Services, 528 Waterman
 - ECSP, EDEC, EDFC, HDFS. Integrated Professional Studies, C150 L/L
 - SWSS. Social Work Department, 443 Waterman

GUIDELINES FOR INDEPENDENT STUDIES

1. Independent study is an education experience (taken for credit) which occurs outside the traditional “classroom/laboratory” setting. The project is faculty supervised and tailored to fit the interests of a specific student.
2. Independent study will be under the direct supervision of a faculty member having expertise in the area of investigation and consequently the project will be done in the department which is primarily responsible for the field of study in question.
3. Prior to enrollment in independent study course work, the student must obtain the signature of the faculty sponsor for the independent study and the signature of the coordinator of the independent study.
4. Independent study may be taken for variable credit. The amount of credit to be granted should be mutually agreed upon by the student and the faculty sponsor at the time of enrollment.
5. When a project is to cover more than one term, the XC, rather than Incomplete, should be used for the first term of work.
6. All departments in which a student may obtain “service learning” or “field experience” credit should list this option in their description of courses. If a department offers the opportunity for both “Readings and Research” and “Field Experience (service learning, internships, etc.),” these offerings should have different course numbers, titles, and catalog descriptions. In the rare instance where one cannot differentiate between these two offerings, they may be listed under the same name.
7. All academic units offering independent study courses will be responsible for administering such work. Specific guidelines which define the responsibilities of both faculty and student in terms of administering the independent study project are given in Part 8. Alternative guidelines which incorporate the basic points in Part 8 are acceptable.
8. **PROCEDURE:**
 - a. The success of an independent study project is often related to the amount of advanced planning expended on the project. Consequently, planning of the project should, whenever possible, be initiated in the semester before the course is taken.
 - b. By the end of the add/drop period, students will be required to submit to their faculty sponsor a specific plan which must include, but not be limited to, the following:
 - i. The project title.
 - ii. A statement of justification, indicating why independent study is being selected and the reason for undertaking the project, its importance, and how it relates to other work done by the student.
 - iii. A clear and complete statement of project objectives.
 - iv. A concise statement of the plans and methods to be used in order to accomplish each objective.
 - c. During the first full week of classes, the student and the faculty sponsor will meet and prepare a document which includes the following:
 - i. A schedule of dates when the student and faculty member will meet and discuss progress, including a time plan indicating when various parts of the work are projected for completion.
 - ii. A list of those ways in which documentation of work can be shown.
 - iii. A plan for evaluation, which will include the specific work to be submitted for evaluation of the project, and a statement of criteria to be used for evaluation, will also be included.
 - d. It is the responsibility of the faculty supervisor to ensure that all the provisions in Numbers 7 and 8 above have been satisfactorily accomplished. Copies of all documents and schedules mentioned in 8b and 8c. must be filed with the independent study coordinator by the end of the add/drop period. Completed projects, along with faculty evaluations, should be retained in the faculty sponsor’s files, to be available for review, if necessary, by appropriate school and college committees.