SLLC Undergraduate Independent Study Guidelines

The purpose of an Independent Study is to allow advanced undergraduates to pursue in-depth study of a topic not covered in regular courses. During the semester preceding the semester of registration, students plan their individualized course of study, present their ideas to a faculty member with expertise in the subject (it is highly recommended that this be someone who knows the student’s work from a previous course), and, should the faculty member agree to sponsor the student, produce a signed, written document that outlines goals, assignments, a reading list, grading, projected meeting days and times, etc. This document acts as a contract to ensure that both parties meet the expectations set out during the planning stage.

Students should keep in mind that independent studies are granted under special circumstances, that projects should be both intellectually challenging and feasible, and that faculty members should not be pressured to accept the job of independent study sponsor, as they are under no obligation to do so. Independent studies are not granted for purposes of easing a student’s schedule; students should plan to propose an independent study semester only after they have completed the regular courses offered by the program in question.

Steps toward development of an Independent Study:

1. Decide what field of study you would like to pursue and write a draft proposal that includes course goals and work methods.
2. Request a meeting with a faculty member with whom you have taken a course. Present your proposal.
3. If the faculty member agrees to meet, and then should agree to become your faculty sponsor, the faculty member should explain to you how he or she plans to evaluate your work (homework assignments, readings, and specific projects or exams) and how often he or she would like to meet with you.
4. Finalize your course description, to include meetings and grading, sign it, and have your sponsor sign it. Each of you should keep a copy.
5. Upon faculty approval take Faculty Approval Form and Student Proposal Form to 1104JMZ, Undergraduate Office (Attn: Michelle Dove)
**Student PROPOSAL for Independent Study**

To be submitted by student wishing to conduct an Independent Study

Please submit completed proposal to your instructor by _________________________

Independent Study course #: __________ Semester: ______________

Student Name: ____________________________________ UID:__________________

Dept.: _________________________________________________________________

Instructor Name and Dept.: ________________________________________________

**Proposed Independent Study Topic:**

**Course Goals:**

Projected meetings days and times:

Assignments (Short written summaries during the semester? Regular email communication? Percentages each assignment is worth? etc.):

Course Grade Criteria (Research paper? Visual/tech project? etc.):

Bibliography (attach):

**Note:** All course work must be completed by the last day of the exam period.