

INDEPENDENT STUDY POLICY AND PROCEDURES

Independent studies involve guided readings, research, and individual project work under the direction of faculty.

Prerequisites:

- Courses: [Each department may fill this in]
- Students must have at least a “B” average in their course work (this restriction does not apply to students enrolling in one-hour Independent Study courses specifically designed for teacher certification preparation in Communication, History, Social Studies, Spanish, or French).

POLICY

Students at junior and senior level who have a well-thought-out study project and a full-time member of the department faculty willing to supervise it may obtain credit for independent study.

Independent studies offer students the opportunity either to go into greater depth on a topic covered by a regular course in the department’s curriculum, or to pursue the in-depth study of a topic which is not covered by a regular course. These studies are not designed to substitute for regular course work. No more than 4 credit hours from independent study may be earned in any one semester, and not more than 8 credit hours of independent study may count toward satisfying the minimum requirements for the Bachelor’s degree.

The student assumes the major responsibility for completing the independent study with the guidance of a department faculty member. All independent studies are expected to include a review of literature in the selected area, as well as literature from any related fields. Final presentations in whatever agreed upon format, must meet professional standards.

The faculty supervisor will meet periodically with the student, make suggestions, propose readings, and grade the final project. The student, largely on his/her own, will create the initial proposal, comb through the library for sources and materials related to the project, and do all other necessary work to complete, by the end of one semester, an acceptable independent study product.

Where the faculty member serving as the supervisor for the study finds it appropriate, the student should be encouraged to complete the independent study with an eye towards publication.

PROCEDURES

- I. A student wishing to enroll in independent study should begin by completing an Independent Study Application Form at least one month before the anticipated beginning of the study. The form includes a list of possible topics.
- II. A student should then consult with full-time faculty member in the department who may be willing to supervise the study. Normally, this faculty member should have a special

expertise in the area of the study. Faculty may or may not agree to supervise an independent study course, at their sole discretion.

- III. If the faculty supervisor is satisfied the student can complete the research and that the project is significant, he or she may accept supervision of the project. Upon acceptance by the faculty supervisor, the student will participate with the supervisor in the development of a syllabus for the project. The syllabus will be attached to the application form.
- IV. The student should then submit the Application Form and syllabus to the Department Chair who will approve or disapprove the project.
- V. The Department Chair after approving the project will forward the application to the Dean of Liberal and Applied Arts. If the project and faculty supervisor are approved by the Dean, the form will be returned to the faculty member supervising the project.
- VI. The student and assigned faculty supervisor will then reach final agreement on the topic approach, the format of the final presentation or product, and the timeline. At a minimum, the project will require a literature review and regular meetings between the student and faculty supervisor. Meetings may be in person, by phone, or by electronic means.
- VII. The Independent Study Proposal Form, the timeline, and the Permission to Register for Directed-Independent Study form should then be completed by the student, approval signed by the faculty instructor, and submitted to the Administrative Secretary. Electronic copies should be kept by both the student and the faculty instructor.
- VIII. Finally, the student should contact the department for permission to register.

Policy and Procedure Manual

2.17 Independent Study

Independent study course enrollments should be approved by the chair and dean prior to student registration.

Independent study courses generate TLC based on the course credit hour value and number of students enrolled. If the course meets the minimum class size requirement (ten students for an undergraduate course and five students for a graduate course), the TLC is equal to the credit hour value for the course. In courses where the minimum class size is not met, TLC is calculated by a proportion weight based on the minimum class size requirements (described above). The undergraduate factor is determined by the course credit hour value (up to 3) divided by 10; the graduate factor is determined by the course credit hour value (up to 3) divided by 5. The calculated factor is further multiplied by the number of students enrolled to generate the final weighted TLC for the course. The maximum TLC for these types of courses is the maximum credit hour value for which a student is enrolled per course. Faculty providing independent study instruction must be assigned as the faculty of record in order to receive TLC for the course.