

# Independent Study Proposal Form Information

Please read through this sheet carefully prior to filling out the proposal form attached.

All forms must be typed- If the faculty can not read the proposal then it is a waste of our time and yours. Please be clear and clean.

## Top portion of front

- The top part of the first page is self explanatory where as ID number is your student ID number, classification is what year you are in college, course number should be clear along with credit hours.
- Faculty under whose name course is listed is the name of the instructor in the "Schedule of Classes". This will most likely be Dr. Ross.
- Proposed teacher is the faculty member who is actually working with you on the project. This can be any faculty member, but **MUST** be a faculty member.
- In order for an independent study to substitute for another course, the course being substituted **MUST** be scheduled in such a way that it will be impossible for you to take the course, and is required. If the course is not required, the substitution will probably not be approved by the chair. If you substitute, please be very careful in explaining your reason why. If this is to substitute it must have more activities, objectives, and higher expectations than the original course because it will receive a 500 level credit.
- Unless you are a graduate student, do not use the independent study to count toward graduate credit.
- Students receiving graduate credit for this course are required to have two committee members in addition to the supervising teacher. The committee is a team that you can use for support or guidance in your independent pursuit. This committee will also have some input into your grade. Committee members do not have to be faculty.

## Lower portion of front

### Project Title/Description

Be sure to give the study a title. It can be as simple as what you will be doing. Describe what the activity will be. Example: Development of breathing techniques for period acting.

### Course Objectives

As with every course on this campus this one must have objectives. The best way to describe this is; What will you, the student, gain from this course of study? If you look at every department syllabus you will see a section called, Objectives. This is usually a numbered or bulleted list of competencies that the student should be able to show at the conclusion of the course. Develop these competencies with the teacher of the course. Please have no less that two or three.

### Course activities/studies/projects (detailed summary of all work to be completed)

This is where you tell the faculty exactly what you will be doing. The key phrase in this title is "detailed". That means you tell us every element of the project or course of study. The more complete you make this, the better the chances of having it approved.

### Written Component (be specific)

We have an initiative on this campus called "Writing across the curriculum". This means that every course must have a written component. That includes independent studies as well. If the course of study is a research project then a paper is a natural avenue for the written component. If the project is more open, such as acting or technology, the written part can be a daily journal which is kept throughout the project and a reflective paper at the end of the project. Either way, there must be a written component to the study or it will never be approved by the chair.

### Helpful Hints

- Complete the form electronically, this way when any changes have to be made, it is easier to make those changes. An electronic version of the form is available from the department secretary in WH 148
- Always keep a copy of the proposal, don't trust the faculty to hold on to it.
- The earlier the proposal is in, the better off you will be. Get this done now!

## Top portion of the back

### Oral Component (if applicable)

If a part of your study is to display your work or perform then it can be placed in this section. It is not required that an independent study have an oral component. If you do have an oral component then please be clear as to when, where, and what the oral presentation will be. Any presentation given in a class (ex. Practicum in Theatre) must be pre-approved by the instructor.

### Specific evaluation and grading procedures (how will the work be evaluated)

This section will be developed in conjunction with the teacher. All work must be evaluated and how it is evaluated must be clear to all involved. Therefore, state all of the graded items and a percentage of the total grade.

Also include how each item will be graded. Example: Paper will be graded on accuracy of content, bibliography, grammar, readability, etc. It should be clear to an outside person why the student received the grade.

Example grade breakdown:	
Paper	25%
Research	25%
Weekly meetings	25%
Oral presentation	

### Bibliography

You MUST have a bibliography. This is the textbook component to the class. It is possible to have a class without a textbook but we want you to do more than just an activity. The faculty feel as if reading about it will enhance your learning environment. Therefore, find one book or more for your learning. Cite the book(s) using APA Style.

### Completion Date (and due dates – if applicable)

The independent study should be completed before the end of the trimester. Please, do not make the completion date the last day of finals. The latest it should be is the last day of classes. If the project does NOT permit you to finish before the end of the trimester, it must be clearly stated why the completion date is past the end of the trimester.

If the teacher wants you to turn in assignments earlier it must be clearly stated when those due dates are.

## Signatures (Approval Process)

- The first thing you do is submit the proposal form along with a Schedule Change Form (Drop/Add Form) to the **Supervising Instructor** for approval. It is the responsibility of the supervising instructor to make sure all of the components above fit the required needs!
- The second thing you should do is bring the forms to your **Advisor**. They must approve the project prior to anyone else. This way they have a working knowledge of what you are doing for the independent study.
- Obtain the approval and signature of the **Listed Instructor** of the course.
- If you have a **Committee** be sure to have them sign the proposal. At this time please remind them what their responsibility is towards this project, or that you may be coming to them for help.
- Turn in the proposal and Schedule Change Form to the **Department Chair** for final approval. This MUST be done no later than two weeks prior to the last date to drop a semester course! Although it is highly suggested that it be turned in earlier.
- Once approved by everyone the proposal will be copied for your records and the supervising instructor, the original will be kept in the department office. You will be responsible for taking the Schedule Change Form to the Registrar's Office in order to enroll in the class.
- At the completion of the study, the supervising instructor will fill out the grade portion on the original document and inform the listed instructor. The supervising instructor will be responsible for defending any challenges of the grade or project.

**Be Careful**, independent studies can be fun and a way for you to learn something not taught in a class. It can also be that one little thing you forgot to do, thus hurting your grade. Pay attention to due dates and what is actually due. Remember that this is an INDEPENDENT STUDY, which means the teacher will not be checking up on you.