

INDEPENDENT STUDY FORM

ITRN 790 (for ICP students)

PUBP 796 (for other programs)

Enrollment Requirements

Course Description: Open to degree-seeking students only. Extended Studies students are not eligible. Departmental approval is necessary prior to enrollment. An independent study gives students an opportunity to do more detailed research project than is generally possible in a particular course. Research often involves areas and topic not currently covered by existing courses. The Independent Study requires a greater level of effort than standard course offerings.

Course of Action:

1. Choose a topic
2. Contact your Advisor
3. Obtain approval from Advisor on your research project
 - Attach a 2-3 page written proposal of your project. (A student's advisor may reduce or eliminate this step if they feel that it is unnecessary.)
 - Submit a one page explanation outlining your final project/paper requirements signed by both the student and the Advisor.
4. Submit the signed written proposal for approval by your program's director or designee.
5. Work with your Director of Student Services to register for credit. Students must present their completed proposals and/or agreements at this time.

Guidelines for Independent Study:

- An independent study is intended to provide the student with an opportunity to explore a subject that is not expanded upon in regular course offerings. It may also be a chance for students to further develop research on a subject that was introduced in a previous course.
- It is an agreement between the student and their program that the student will do research or undertake an intellectually challenging project that goes well beyond normal course work.
- Students should approach the independent study with the understanding that they will commit at least the same amount or a greater level of effort as in a normal course offering.
- An independent study should be original research, often combining research techniques and methodologies, such as library research data, analysis and interviews.
- An independent study paper should be potentially publishable or otherwise publicly presented paper
- **Independent Studies are to be a minimum of 35 typed pages of scholarly work.**

Guidelines for Attaining Approval for Independent Study

1. The student and Advisor should agree upon a general topic. Prior to receiving final approval, the student should conduct a preliminary investigation of the subject to ensure that resources to support the study as initially contemplated are available and accessible.
2. After conducting the preliminary investigation of the subject, the student should prepare a written independent study proposal and research design which must be approved by both the student's chosen advisor and their program director or designee. The proposal should include:
 - Description of the topic to be covered.
 - Research proposal (how the topic will be researched – readings, interviews, data analysis or a combination of methods).
 - Preliminary bibliography of works to be consulted.
 - Submission an outline of the end projects requirements that have been agreed upon by both the student and the Advisor
 - Indicate a schedule documenting interim deliverables (progress reports) to be submitted during the period of the independent study so that the advisor can offer guidance or assistance in “course correction” if needed
 - State the criteria agreed upon by the student and the advisor for grading the independent study.
 - Indicate the date the final paper/presentation is due to the advisor. Please note that the Independent Study dates must coincide with the beginning and end of traditional semester dates.

Format for the Independent Study Paper:

The following format is to be observed when writing the final research paper.

1. Abstract.
2. Statement of the problem researched.
3. Description of the research conducted.
4. Description of research findings.
5. Analysis of the findings.
6. Conclusions.
7. Detailed footnotes.
8. Detail bibliography of all books, technical articles, publications and websites.
9. Minimum of 35 pages.

I have read and understand the above requirement of the Independent Study and agree to follow the guidelines set forth.

Student

Date

Advisor

Date