

GUIDELINES FOR INDEPENDENT STUDY

Definition of an Independent Study

An Independent study is a learning experience that allows a student the opportunity for self-directed learning relating to an area of academic and/or professional interest. The independent study will involve critical analysis and application or development of theories and concepts relating to the area of inquiry chosen by the student. Although the student may engage in creative projects or field research, such endeavors must be accompanied by the previously described academic approaches and written assignments.

Eligibility

To qualify for an independent study, **all** of the following must be met:

1. The student must be matriculated in CCPA
2. The independent study must be related to the educational goals of the student **and** the student should have sufficient background to undertake the independent study and learn from the experience.

Policies and Procedures

1. To apply for an independent study. The student must submit a completed Independent Study Cover Sheet and an acceptable proposal to a faculty member with experience related to the area in which the independent study will be performed.
2. Since the preparation of a proposal requires a great deal of thought and consideration, planning should begin well before the registration period for the semester in which the independent study will be undertaken. The independent study **must be approved by the Faculty guiding the student, the student's Faculty Advisor and the Program Director** before the student can be registered for the Independent study.
3. Students **must submit all paperwork** to the Department Administrator. After the student submits the approved paperwork, then the Department Administrator will register the student for the Independent Study.
4. The independent study proposal should be filed no later than the 2th week of class.
5. A copy of the student's cover sheet and proposal will be placed in the student's academic file.
6. Independent Study can be taken for 1-4 credits. As a general guideline, a four credit independent study will require a written assignment of at least 20 pages.

Faculty Sponsor

1. The faculty sponsor can be any senior or junior faculty member currently appointed in the Department of Human Development.
2. The faculty sponsor is responsible for supervising the independent study. The faculty sponsor must approve the independent study proposal, ensure that the proposal is implemented properly and is responsible for submitting the final grade.
3. The faculty sponsor will be available for regular contact with the student during the independent study.

Proposal

The Independent Study Coversheet must be accompanied by a proposal which addresses the following:

1. What are the learning objectives for the independent study specific to the student's educational goals and plan of study?
2. What is the student's academic/experiential preparation for undertaking the independent study?
3. What activities will be undertaken during this independent study and how will they be supervised?
4. What is the written component of the independent study to be? Written work may include creative projects, research, or field work accompanied by scholarly written assignments. As a general guideline, a minimum of 20 written pages will be submitted for 4 credit hours.

DEPARTMENT OF HUMAN DEVELOPMENT MASTERS OF HUMAN RIGHTS

College of Community and Public Affairs

Independent Study Cover Sheet

Date _____ BU# _____

Name (Please Print) _____

Student Signature _____

Phone _____ Email _____

Semester/year: Fall 20 _____ Spring 20 _____ Summer 20 _____

Number of Credits: _____

Grading option: Normal Satisfactory/Unsatisfactory

Title of Independent Study _____

Approval by Faculty Sponsor:

I have read the attached proposal and agree to act as faculty sponsor for this independent study.

Faculty Sponsor (Please Print) _____

Faculty Sponsor Signature _____

Program Director Signature _____