



College of Community  
and Public Affairs  
Department of Social Work

**SW 597 Independent Study  
Proposal Form**

**Student:**

**B-Number:**

**Cumulative GPA:**

**Semester:**

**Independent Study Title:**

**Credit Hours:** 1 2 3

**Grading Option:** Letter Satisfactory/Unsatisfactory

**Faculty Sponsor:**

**Academic Advisor (if the faculty sponsor is adjunct faculty):**

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

Faculty Sponsor: \_\_\_\_\_ Date: \_\_\_\_\_

**Approval by the academic advisor (if the faculty sponsor is adjunct faculty):** I have read the attached proposal and support this independent study.

Academic Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

**Agreement by the student to abide by the Independent Study Proposal:** I have read the attached Independent Study Proposal including any additions or changes made by the faculty sponsor (and/or the academic advisor) and agree to abide by it as written.

Student: \_\_\_\_\_ Date: \_\_\_\_\_

**Approval by the Department Chair:** I have read the attached proposal and support this independent study.

Department Chair: \_\_\_\_\_ Date: \_\_\_\_\_

## **SW 597 Independent Study Policies and Procedures**

### **SW 597 Independent Study**

An independent study is a learning experience that allows a student an opportunity for self-directed learning related to an area of academic and/or professional interest under the supervision of a faculty sponsor. The independent study will involve, in a broad sense, 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.

An independent study can be taken for one, two, or three credits. As a general guideline, a three-credit independent study will require at least 20 pages of written work.

An independent study can be graded with either the letter grading option or the satisfactory/unsatisfactory grading option. The grading option is determined at the discretion of the faculty sponsor. The grading option cannot be changed after it is instituted without the approval of the faculty sponsor and the Department Chair (and the academic advisor, if the faculty sponsor is adjunct faculty).

An independent study cannot be taken in lieu of a required course: an independent study can only be taken to satisfy an elective requirement.

Please note that an independent study cannot be undertaken if a course is available or offered in the intended area of study.

### **The Roles of Faculty Sponsors and Academic Advisors in SW 597 Independent Study**

The faculty sponsor must be a current faculty member in the Department of Social Work. The faculty sponsor must have experience related to the area in which the independent study will be undertaken.

The faculty sponsor is responsible for supervising the independent study. The faculty sponsor must sign the Independent Study Proposal Form, approve the Independent Study Proposal, and ensure that the Independent Study Proposal is implemented appropriately. The faculty sponsor must be available for regular contact with the student during the independent study. The faculty sponsor is responsible for assigning the final grade and submitting the final grade for the independent study to the Registrar (or to the academic advisor, if the faculty sponsor is adjunct faculty).

If the faculty sponsor is adjunct faculty, the student's academic advisor must sign the Independent Study Proposal Form, approve the Independent Study Proposal, and submit the final grade to the Registrar.

### **Applying for SW 597 Independent Study**

To qualify to apply for an independent study, a student must meet all of the following criteria:

- Be a matriculated student in the Department of Social Work
- Have a minimum cumulative GPA of 3.5 at the time of application
- Select an area of study related to educational goals
- Have sufficient background to undertake the independent study and learn from the independent study experience

To apply for an independent study, a student must:

- Begin planning well before the registration period for the semester in which the independent study will be undertaken, as preparation of a proposal requires a great deal of thought and consideration
- Submit a completed Independent Study Proposal Form and Independent Study Proposal to the proposed faculty sponsor (and to the academic advisor, if the faculty sponsor is adjunct faculty) no later than the end of the first week of classes in the semester in which the independent study will be undertaken

In the Independent Study Proposal, a student must answer all of the following questions:

- What are the learning objectives for the independent study specific to the student's educational goals statement and plan of study?
- What is the student's academic/experiential preparation for undertaking the independent study?
- What activities will be undertaken during this independent study? How will they be supervised?
- What is the written component of the independent study? Written work must include scholarly written assignments, but may also include creative projects, research, or field work.

### **Registering for SW 597 Independent Study**

To be eligible to register for an independent study, a student must receive approval from the faculty sponsor and the Department Chair (and from the academic advisor, if the faculty sponsor is adjunct faculty). The Department Secretary will register the student for SW 597

Independent Study with the faculty sponsor (or with the academic advisor, if the faculty sponsor is adjunct faculty).

The approved Independent Study Proposal Form and Independent Study Proposal should be filed with the Department of Social Work. Copies of the documents should be provided to the student and the faculty sponsor (and to the academic advisor, if the faculty sponsor is adjunct faculty).

### **Completing SW 597 Independent Study**

The student and the faculty sponsor will work together throughout the independent study to ensure that the Independent Study Proposal is implemented appropriately. If concerns about the progress of the independent study arise and cannot be resolved by the student and the faculty sponsor, the issue should be brought to the attention of the Director of Student Services.

The student and the faculty sponsor will determine the date by which the student must complete the work outlined in the Independent Study Proposal. The student and the faculty sponsor must choose a date that allows the faculty sponsor sufficient time to complete the grading process.

### **Grading for SW 597 Independent Study**

The faculty sponsor is responsible for assigning the final grade and submitting the final grade.

If the faculty sponsor is not an adjunct faculty member, the faculty sponsor submits the final grade directly to the Registrar by the grade submission deadline established by the Registrar.

If the faculty sponsor is an adjunct faculty member, the faculty sponsor submits the final grade to the academic advisor, who submits the final grade to the Registrar by the grade submission deadline established by the Registrar. The faculty sponsor must submit the final grade to the academic advisor with sufficient time for the academic advisor to submit the grade to the Registrar on time.