

DEPARTMENT OF STUDENT AFFAIRS ADMINISTRATION

College of Community and Public Affairs

GUIDELINES FOR INDEPENDENT STUDY SAA 597

Definition of an Independent Study

An independent study is a learning experience that allows a student opportunity for self-directed learning relating to an area of academic and/or professional interest. 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.

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 performed. A student can register for an independent study only *after* the proposal has been approved by the faculty sponsor.
3. **Students cannot register on-line for SAA 597. Registration must be completed in the Student Affairs Administration Program Office.**
4. A 3-credit independent study proposals should be filed no later than the middle of the second week of class. Independent study for less than 3 credits have a later add-deadline. Please check with the Program office for specific deadlines.
5. A copy of the student's cover sheet and proposal will be placed in the student's academic file.
6. Independent study is graded with either a normal grading option or satisfactory/unsatisfactory. The grading option is determined at the discretion of the faculty sponsor.
7. Independent study can be taken for one to three credits. As a general guideline, a three credit independent study will require a written assignment(s) of at least 15 pages.

Faculty Sponsor

1. The faculty sponsor can be any full-time or part-time faculty currently appointed in the Student Affairs Administration Program in CCPA.
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 to the Registrar's Office.
3. The faculty sponsor will be available for regular contact with the student during the independent study.

Proposal

The Independent Study Cover Sheet 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 education 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 15 written pages will be submitted for three credit hours.