

# Independent Study Instructions

This is a sample form for informational purposes only. CLA and Undergraduate Holt students submit Independent Study proposals through the online form. Do not submit or use this form.

**Please read and follow directions carefully. Student must:**

1. Select a faculty sponsor. The faculty member you select should have expertise in the focus area of your project. Design your project in consultation with your sponsor. Write a working draft of pages two and three so that revisions suggested by your sponsor may be incorporated in the final proposal.
2. Type your proposal on this form. You may attach additional pages as appropriate for clarification. Email this document to your sponsor and academic advisor as a basis for discussion and approval/signatures.
3. Retain a copy of the final proposal form for yourself and your faculty sponsor.
4. Submit the original proposal to your sponsor's department chair for review and approval.

Proposals submitted after published deadlines must be accompanied by a written explanation. Proposals received after the end of the add/drop period for the term of the proposed study will NOT count toward course load calculations for financial aid.

**CLA Deadlines:**

Fall term: April 15

Spring term: November 15

**Hamilton Holt School Deadlines:**

Hamilton Holt School undergraduate students may register for an independent study through the Thursday of the first week of the term provided all signatures, including that of the sponsor's department chair, have been obtained prior to submission to the Registrar's Office. Incomplete forms will not be accepted

**GRADUATE STUDENTS:** This form is only to be used by undergraduate students. Please use the Graduate Independent Study Proposal.

# Independent Study Proposal

Student Name \_\_\_\_\_ R-Number: \_\_\_\_\_

Academic Advisor: \_\_\_\_\_ Major: \_\_\_\_\_

Class Year During Project: ☐ Freshman ☐ Sophomore ☐ Junior ☐ Senior

## PROPOSED PROJECT:

How will this project be used in fulfillment of your degree requirements? (Select only one.)

- ☐ Elective course
- ☐ Tutorial *Tutorials are existing courses that are not currently on the schedule. Please attach a syllabus and indicate the catalog: Subject: \_\_\_\_\_ Number: \_\_\_\_\_*
- ☐ Honors in the Major Field Project– *Requires additional form: Honors in the Major Declaration of Intent*
- ☐ Honors Degree Program Project/Thesis (ABH only) – *Requires approval by the Honors Advisory Board*

Faculty Sponsor: \_\_\_\_\_ Department: \_\_\_\_\_

Committee Members/Readers (if applicable): \_\_\_\_\_

## ACADEMIC LEVEL OF THIS PROJECT: (Determined by sponsor)

☐ 100 ☐ 200 ☐ 300 ☐ 400

## PROJECT TITLE:

This will appear on your transcript. Do not exceed the spaces provided, one box per character, including punctuation and spacing.

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Unabbreviated academic title: \_\_\_\_\_

## REQUIRED ACADEMIC

**TIME:** Terms Proposed for Study: ☐ Fall ☐ Spring ☐ Summer

Year(s): 20\_\_\_\_ - 20\_\_\_\_

Semester Hours Per Term: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6

*As a guideline, to earn four semester hours of credit, you should average 9-12 hours of work per week in the fall or spring.*

Total Semester Hours for Project: \_\_\_\_\_

For Registrar Use Only:

Term: \_\_\_\_\_ CRN: \_\_\_\_\_ SUBJ/NUMB: \_\_\_\_\_

Term: \_\_\_\_\_ CRN: \_\_\_\_\_ SUBJ/NUMB: \_\_\_\_\_

## **REQUIRED ACADEMIC TIME (cont'd):**

What activities (conferences library research, laboratory research, studio work, writing, etc.) will you undertake to meet your objectives? How many hours do you estimate each activity to require during a typical week of the term?

## **PURPOSE OF THE STUDY:**

- a. What are your specific objectives? Provide a thesis or brief abstract.
- b. How does this research project further your course of study? How are you qualified to undertake it? What specific courses have you taken that prepare you for this work?

## PRELIMINARY BIBLIOGRAPHY:

Which books, periodicals, journals, primary documents, and other sources will you explore? Use a proper bibliographic form accepted by the discipline in which your project falls. Attach a separate sheet, if necessary.

## MEANS OF EVALUATION:

Indicate below the criteria upon which your grade will be based. Please estimate the percentage in each category that applies to your study and give a brief description of each.

\_\_\_\_\_ % Paper: \_\_\_\_\_

\_\_\_\_\_ % Journal: \_\_\_\_\_

\_\_\_\_\_ % Lab/Studio: \_\_\_\_\_

\_\_\_\_\_ % Exam: Oral/Written: \_\_\_\_\_

*Note: If the project is for the Honors Degree Program or Honors in the Major Field, indicate the percentage of your grade that will be determined by your presentation to the Examining Committee/Readers.*

\_\_\_\_\_ % Other (Explain in detail): \_\_\_\_\_

## GRADING MODE (Holt Students Only):

CLA students will receive a standard letter grade. Holt students should select an option below. The grading mode may not be changed once the semester begins. Independent studies must be graded if used for elective credit in the major/minor. The student will receive:

☐ Credit/No Credit or ☐ Standard Letter Grade

## SIGNATURES:

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

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

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

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

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

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

## DEPARTMENTAL/PROGRAM APPROVAL:

*To be completed by faculty sponsor's department chair. If the project fulfills a requirement for a special program, e.g. Honors, LACA, International Relations, you must also obtain approval from the program director.*

\_\_\_\_\_ **Approved:** I certify that a majority of the department's members have approved this study. *(Forward to the Office of the Dean of Faculty)*

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

\_\_\_\_\_ Program Director Signature: \_\_\_\_\_

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

*For office use only:*

## DEAN'S OFFICE APPROVAL:

\_\_\_\_\_ **Approved** *(Forward to the Office of Registrar)*

Dean of Faculty or Designee Signature: \_\_\_\_\_ Date: \_\_\_\_\_