PURPOSE
An Independent Study allows a student to pursue an area of academic or research interest that goes beyond existing course work. To receive academic credit for an Independent Study, a student must submit an Independent Study Proposal (ISP); have the ISP approved by a faculty sponsor, the chair of the student’s home department, the chair of the academic department in which the Independent Study is being offered, and the Dean (or Dean’s delegate) of the College of Liberal Arts; and, complete the work described in the proposal for an official course grade.

To receive academic credit for General Education, the student, with the advice of his or her faculty sponsor, must complete section six (6) of the proposal indicating the General Education Student Learning Outcome met by the independent study. If seeking General Education credit, then in addition to signatures from the department chair and dean’s office, this proposal must also be approved by the college representative to the General Education Committee, the chair of the GEC, and the Provost’s representative to GEC (Faculty Advocate for General Education). The General Education credit can only be used for electives and within an immersion, but not for a Perspective.

PROCESS
1. The student should meet with a faculty sponsor, who must be a fulltime faculty member in the College of Liberal Arts, to discuss the Independent Study concept and to outline key elements for inclusion in the ISP.

2. The student should prepare the ISP according to the sections and format described below. The ISP will ordinarily require the student to work with the faculty sponsor to make necessary revisions, and so appropriate time should be afforded to this step in the process.

3. The student should submit five (5) copies of the ISP with an approval form (see Attachment A). All required signatures must be secured prior to submission for final approval by the Dean of the College of Liberal Arts.

4. Once all signatures are obtained, the student should work with the COLA Office of Student Services to ensure that he/she is enrolled properly.

ISP CONTENT
The content of the ISP must include the following five sections. (Please use the form attached.)

1. Abstract
The Abstract offers a condensed summary of the topic area, activity, and outcome sought through the independent study. The abstract should be 250 words or less.

2. Statement of Objectives
The Statement of Objectives should include a list of the intended purposes or outcomes of the independent study. Each objective should be written in the infinitive form: e.g. “To acquire...” “To learn...” “To know...” “To discover...” “To develop...” “To create...” In
other words, this portion of the proposal should present the specific reasons why the student wishes to engage in this study in terms of the outcomes to be achieved by the student.

3. Description of the Independent Study
The Description of the Independent Study provides a 1-2 page detailed description of the project itself. This includes a description of the actual work to be done by the student and the role of the faculty sponsor in guiding this work. This section may include a description of the following:

- readings to be accomplished;
- tasks to be achieved;
- identification of regular meetings with the faculty sponsor or others;
- research techniques to be employed; and,
- specific written assignments to be completed.

4. Methods of Evaluation
The Methods of Evaluation section must include specific detail as to how the student work will be evaluated by the faculty sponsor, including the percentage of the grade affected by each task or expectation.

For example:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Percentage of Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Participation in weekly discussion with faculty</td>
<td>20%</td>
</tr>
<tr>
<td>Project journal entries</td>
<td>20%</td>
</tr>
<tr>
<td>Readings and discussion reflection papers</td>
<td>30%</td>
</tr>
<tr>
<td>Final paper</td>
<td>30%</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>

5. Bibliography
The Bibliography section should include a list of references that may be used for successful completion of the Independent Study. The Bibliography should certainly include any assigned readings for the Independent Study, but may also include optional texts or articles that may help the student complete his/her work.

6. General Education Component
If you are not seeking general education credit, do not include this section. If you are seeking General Education credit, mark the learning outcome this Independent Study will meet, the method of evaluation, and a brief explanation of how the course content and activities will meet this learning outcome.

CONCLUSION
This document outlines the key requirements associated with the development and approval of an ISP. Any questions regarding the approval process content of this document can be directed to the Assistant Director of Student Services in the College of Liberal Arts. Arts Office of Student Services. Any questions regarding ISP content or development can be directed to the faculty sponsor and/or Liberal Arts Chair.
INDEPENDENT STUDY
Proposal Form

Student:
Proposal Title:

1. Abstract (a brief summary of the proposed Independent Study Project – no more than 250 words)

2. Statement of Objectives

3. Description of Study to be Undertaken

4. Methods of Evaluation

5. Bibliography/List of references

6. General Education Learning Outcome (if applicable)    If you are seeking General Education credit for this course, complete and include Attachment B indicating which General Education Learning Outcome this course achieves. In addition, describe here how the course meets the Learning Outcome(s) indicated in Attachment B.
**STUDENT NAME:**

**STUDENT ID NUMBER:**

**STUDENT GPA (must be 2.7 or higher):**

**TITLE OF PROPOSAL:**

**FACULTY SPONSOR:**

**FACULTY SPONSOR’S DEPARTMENT:**

**ACADEMIC TERM:**

**NO. OF CREDITS:**

<table>
<thead>
<tr>
<th>STUDENT’S HOME DEPARTMENT/MAJOR:</th>
<th>Undergraduate or Graduate?</th>
</tr>
</thead>
</table>

This course will be used for Liberal Arts:

- Elective: 
- Immersion: 
- Minor: 
- Major: 

**REQUIRED SIGNATURES**

Student: __________________________________________________________________________ Date: ____________

Faculty Sponsor: _____________________________________________________________________ Date: ____________

Department Chair For the Course: __________________________________________________________________________ Date: ____________

Student’s Home Department: ___________________________________________________________________________ Date: ____________

COLA Dean’s Office: _______________________________________________________________________________ Date: ____________

Note: Submit this form with five (5) copies of your Independent Study Proposal. **Independent Study Proposals should be completed no later than 1 week before classes begin. If general education credit is being requested, the proposal must be submitted at least 2 weeks prior to the start of classes.**
## General Education Learning Outcome Supported by the Course, if appropriate

### Communication
- Express oneself effectively in common college-level written forms using standard American English
- Revise and improve written products
- Express oneself effectively in presentations, either in spoken standard American English or sign language (American Sign Language or English-based Signing)
- Comprehend information accessed through reading and discussion

### Intellectual Inquiry
- Review, assess, and draw conclusions about hypotheses and theories
- Analyze arguments, in relation to their premises, assumptions, contexts, and conclusions
- Construct logical and reasonable arguments that include anticipation of counterarguments
- Use relevant evidence gathered through accepted scholarly methods and properly acknowledge sources of information

### Ethical, Social and Global Awareness
- Analyze similarities and differences in human experiences and consequent perspectives
- Examine connections among the world’s populations
- Identify contemporary ethical questions and relevant stakeholder positions

### Scientific, Mathematical and Technological Literacy
- Demonstrate knowledge of basic principles and concepts of one of the natural sciences
- Apply methods of scientific inquiry and problem solving to contemporary issues
- Comprehend and evaluate mathematical and statistical information
- Perform college-level mathematical operations or apply statistical techniques
- Describe the potential and the limitations of technology
- Use appropriate technology to achieve desired outcomes

### Creativity, Innovation and Artistic Literacy
- Demonstrate creative/innovative approaches to course-based assignments or projects
- Interpret and evaluate artistic expression considering the cultural context in which it was created