

DIRECTED INDEPENDENT STUDY FORM

Student Name _____ ID # _____ Class _____

Contact Phone Number: (_____) _____ Check one: cell work home

List Major(s) or Undeclared: _____ **You have not officially declared your major until a complete Major Declaration form has been submitted to the Registrar's Office.*

Title of Independent Study (32 characters to meet the transcript title size)

Full Course Half Course

_____ Semester: FALL SPRING SUMMER Year: 20_____
 Field of Study (must be same as Faculty Director)

Will this course be used to fulfill an Educational Objective? _____ If yes, which?* Code: _____

* HUM=Humanities; NAT=Natural Science (must be approved by Joint Science); FOR=Formal Reasoning; SOC=Social Science; WRI=Writing Intensive; SRP=Social Responsibility

Academic Components:

*In order to receive course credit, independent studies and internships must contain an academic component. Merely completing hours at a placement or extracurricular activity is **not** sufficient to gain academic credit.*

The Independent Study Form should clearly give a detailed description of the study, the academic work to be completed, and how it will be evaluated. For example, faculty directors and students should specify reading lists (or at least the first set of assignments if the remaining readings are to be determined at a later date), the project to be completed (e.g., paper, video, artwork), and frequency of meetings with the faculty director.

Attach a separate sheet with the equivalent of a syllabus for your proposal. The syllabus should include and clearly identify the following:

- 1) Detailed Description
- 2) Reading List, Projects, Meetings with Faculty Director
- 3) Means of Evaluation

 Student Signature

 Date

 Faculty Director (Print)

 Faculty School

 Faculty Director Signature

 Date

 Adviser Name (Print)

 Adviser Signature

 Date

Curriculum Committee Approval: _____ CID: _____ Entered: _____

Independent Studies

A Resource Guide

Purpose:

Independent Study is a way of exploring an area in more depth between a faculty director and a student who already know one another, or when the project falls in an area with which the student has some prior familiarity. Low priority should be given to requests that duplicate existing courses.

Field of Study:

An independent study is given credit only in the field(s) of appointment of the faculty member offering it and should reflect the teaching or research interests of the faculty member.

An independent study cannot be used to fulfill the Educational Objectives of the College, unless approved by the faculty advisor and the Curriculum Committee. In the case of the Natural Sciences objective, approval must also be given by a faculty member in Science.

Academic Components:

In order to receive course credit, independent studies and internships must contain an academic component. Merely completing hours at a placement or in an extracurricular activity is not sufficient to gain academic credit.

The Independent Study Form should clearly give a detailed description of the study, the academic work to be completed, and how it will be evaluated. For example, faculty directors and students should specify reading lists (or at least the first set of assignments if the remaining readings are to be determined at a later date), the project to be completed (e.g., paper, video, artwork), and frequency of meetings with the faculty director.

Limits:

Independent study credit may be given only for work accomplished during the semester or summer the student is receiving credit.

Students cannot take more than two (2) course credits in independent studies in any one semester, unless approved by the faculty advisor and the Curriculum Committee. Descriptions should show a clear separation of content when two independent studies are arranged in the same semester. An independent study normally carries one course or half-course credit; independent studies designed to be more than one course credit must be approved by the Curriculum Committee.

Normally, no more than three (3) unrelated independent studies should be offered by a faculty member each semester, and no more than five (5) in the summer.

Deadlines:

Independent study forms must be submitted no later than *one week before* the last day to add full or half courses. Please refer to the academic calendar for the last day to submit Summer Independent Study proposals. Any proposals received after the last meeting of the Curriculum Committee must be approved by the Dean of Faculty.

Any Independent Study Forms submitted late must include a completed Petition Form with evidence that the independent study has been in progress. Approval from the Curriculum Committee to add an independent study after the last day to add courses is subject to an assessment by the Committee that the goals of the study can still be achieved in the remaining part of the semester and have not been affected by the late start. Consideration of a late independent study by the Curriculum Committee should not be interpreted as a preliminary statement of approval.

For further details about independent studies and internships designed for academic credit, please consult the "Academic Standards and Regulations" section of the Pitzer College Catalogue.