

Independent Study 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. In the case of the Quantitative Analysis objective, approval must also be given by the Mathematics field group.

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.

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:

Please refer to the academic calendar for the last day to submit Independent Study proposals. Any Summer Independent proposals received after the last meeting of the Curriculum Committee must be approved by the Dean of Faculty.

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.

DIRECTED INDEPENDENT STUDY FORM

Student Name _____

ID # _____

Contact Phone Number: (____) _____

Planned Grad Year: _____

Student E-Mail _____

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_____

Instructor's Field Group _____

Will this course be used to fulfill an Educational Objective? If yes, which?* Code:
(HUM) Humanities; (NAT) Natural Science; (QR) Quantitative Reasoning; (SOC) Social Science; (WRI) Writing Intensive; (SRP) Social Responsibility; (SJT) Social Justice Theory; (SRX) Social Responsibility Praxis; (IU-G) Intercultural Understanding Global/International; (IU-L) Intercultural Understanding Local/US

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

- A detailed description of the course goals.
A schedule of meetings with the faculty director.
A reading list (if incomplete, indicate the types of readings and number of pages per week).
A list of assignments. Describe in detail each assignment, including the type of project or paper (including length), and due dates.
The means of evaluation (describe how the faculty director will determine your final course grade).

PLEASE NOTE: In order to receive course credit, independent studies must contain an academic component. Merely completing hours at an internship, placement, or extracurricular activity is not sufficient to gain academic credit.

Student Signature Date

Faculty Section: (Required- must be filled out by Faculty Director and Advisor)

Grading Type (Letter grade or Pass/No Credit): _____

Course Type (required for Pomona faculty only): _____
Directed Reading (DR), Ind. Research (IR) or Research Assistantship (RA)

Instructor Name (Print) Instructor School Instructor Signature Date

Advisor Name (Print) Advisor Signature Date

Curriculum Committee Approval: CID: Entered: