

**Guided Study in the Department of Anthropology
Information Sheet for GRADUATE STUDENTS**

1. **Purpose of guided study**

Guided Study is an opportunity to earn academic credit for learning outside the formal class structure. A student who is interested in knowing more about a topic not covered in the regular Anthropology curriculum may propose a research project to any department faculty member (excluding graduate teaching assistants or instructors). If the student and faculty member can agree that the topic is worth investigating, it is not covered (or not covered in sufficient depth) in departmental courses, and that they share sufficient interest in the topic to sustain a guided study project or independent research, the student and faculty member may prepare a guided study or independent research contract. (Defined below.)

2. **Policies regarding what is and is not acceptable for independent study credit**

Some experiences are **not** appropriate for guided study credit and, in fact, are prohibited by College policy. Specifically, guided study credit may not be given for the following experiences.

- A. Internship type experiences – Prohibited by College policy.
- B. Work in a University department – Prohibited by College policy.
- C. Substitute for regular course work – Prohibited by College policy.
- ~~D. To meet a Core requirement – Prohibited by College policy. [n/a to grad students]~~
- E. Work completed elsewhere (e.g. out of state) unless approved by department before initiating project.
- F. Volunteer work – unless work is part of and germane to an appropriate guided study project.
- G. Work in business – unless work is part of and germane to an appropriate guided study project.
- H. Extra work performed in association with a regular course – unless all procedures in setting up the guided study are followed prior to the course being started.
- I. Work that would more appropriately be credited as Thesis or Dissertation Hours.

3. **Definitions**

ANTH 5840 Guided Study:

Directed individual research based on a specific area of specialization.

ANTH 7840 Independent Research:

Research aimed at developing a solution to an originally conceived research problem [NOT interchangeable with your dissertation or thesis research]. Include a description of your research design. IRB approval may be required prior to undertaking research.

4. **Description of Contract**

An Anthropology Department Guided Study Contract must be filled out and signed by all required individuals before the student can register for the guided study. In this contract the student must provide a description of the topic that will be pursued in the guided study (under “DESCRIPTION OF COURSE WORK”). The student also must note what type of “product” or “products” will be completed at the end of the term. Finally, as noted on the contract, the expectation is that a minimum of 25 hours (1500 minutes) of study time is required for each 1 semester hour of credit.

5. **Semester hours of credit allowed**

The maximum hours allowed in guided study are as follows:

For ANTH graduate students: **6 hours towards degree**

Guided studies cannot exceed 25% of the course work required by the department for graduate studies.

6. **Eligibility**

Guided study in Anthropology is restricted to graduate students with a grade point average of 3.25 or higher. Guided study cannot be done retroactively. That is, the contract for guided study is to be completed, signed and approved **prior** to the initiation of the project, not after it has been completed. Also, guided study is to be enrolled for in the same time frame as all other courses.

7. **Procedures**

Students may obtain the contract for Anthropology guided study in the Departmental Office, Hale 350. After consulting with the faculty sponsor the student should complete the pertinent portions of the form (demographic information, description of course work, and “product” to be completed at end of term). A staff person will use Student Information System to evaluate the student’s eligibility and fill out and initial the appropriate section of the contract. The faculty sponsor and the student will discuss the number of credits to be contracted. The faculty sponsor will provide the student with the appropriate course and section number. After the faculty sponsor signs the contract the student should also sign it and return it to the Departmental Office, Hale 350. The Graduate Director in Anthropology will evaluate the contract and approve it if it fulfills the requirements described above. The Graduate Director, as Guided Study Coordinator, will review application and Chair will give final approval. Finally, as noted above, guided study is to be enrolled for in the same time frame as all other courses. When all appropriate signatures are obtained the student will be registered by a member of the Department of Anthropology staff in Hale 350.

8. **Sponsor and Coordinator**

Faculty members, not graduate teaching assistants, sponsor guided studies. The Graduate Director in Anthropology is the departmental coordinator of guided study programs for Graduate Students.

**GUIDED STUDIES / DIRECTED READINGS
or INDEPENDENT RESEARCH
STEP-BY-STEP APPLICATION INSTRUCTIONS FOR GRADUATE STUDENTS**

- Step #1 **Read the Department of Anthropology Application Procedures and Policies in Handbook for Graduate Studies.**
- Fill in the application in consultation with faculty sponsor.
 - Get approval and signature of faculty sponsor.
 - Sign the agreement.
- Step #2 Hand in forms to the Department of Anthropology office.
- Step #3 The Department office staff reviews the following on your application:
- GPA
 - Guided Study credit maximums (6 credits each for MA and PhD)
 - Completeness of application (including IRB approval for Independent Research)
- Step #4 Guided Study Coordinator (i.e. Graduate Director) and Chair review and approve qualifying applications.
- Step #5 Department staff enrolls student for credit hours.

IT IS YOUR RESPONSIBILITY TO RETURN SIGNED PAPERWORK TO THE DEPARTMENT OFFICE, HALE 350, AT LEAST TWO DAYS PRIOR TO THE REGISTRATION DEADLINE FOR THE TERM.

TECHNICAL POLICIES OF COLLEGE OF ARTS AND SCIENCES

- Student may not register for more than **6 semester hours** of Independent Study credit for any one term.
- CCHE considers Independent Study courses in the category of “contractual relationship” between faculty and students. This in turn defines the amount of student effort required. The minimum is 1500 minutes of student investment of time in given educational activity for each credit hour generated.

**GUIDED STUDY CONTRACT
ANTHROPOLOGY GRADUATE PROGRAM**

Name _____
(Last, First, Middle)

Student No. _____

Email _____

Phone Number _____

TO BE FILLED OUT BY STAFF:

Subfield _____ Program _____ GPA _____
MA / PhD (Min.=3.25)

Have independent study credits been completed before? _____ If yes, how many? _____

TO BE FILLED OUT AFTER CONSULTING WITH FACULTY SPONSOR:

Course No. _____ Credit Hrs. _____ (see below) Term and Year _____
Sec. No. _____

Faculty Sponsor _____ Sponsor's Rank _____

Office Phone Number _____ Office Number _____

Location of the guided study / independent research work if not Boulder campus:

TITLE / TOPIC / DESCRIPTION OF COURSE WORK (including schedule of student-faculty
sponsor conferences)

“PRODUCT” TO BE COMPLETED AT END OF TERM and Due Date

ANTH 5840 GUIDED STUDY
ANTH 7840 Independent Research

BOOKS AND RESOURCES

INFORMATION FOR HUMAN SUBJECTS COMMITTEE (if applicable):

SIGNATURES:

APPROVED:

FACULTY SPONSOR SIGNATURE

GRAD DIRECTOR SIGNATURE

PRINTED NAME DATE

PRINTED NAME DATE

STUDENT SIGNATURE

CHAIR SIGNATURE

REGISTERED BY – SIGNATURE

PRINTED NAME DATE

PRINTED NAME DATE