

Independent Study in the Department of Anthropology Information Sheet for UNDERGRADUATES

1. Purpose of independent study

Independent 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 an independent study project, the student and faculty member may prepare an independent study contract.

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

Some experiences are **not** appropriate for independent study credit and, in fact, are prohibited by College policy. Specifically, independent 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 College List or Core requirement – Prohibited by College policy.
- 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 independent study project.
- G. Work in business – unless work is part of and germane to an appropriate independent study project.
- H. Extra work performed in association with a regular course – unless all procedures in setting up the independent study are followed prior to the course being started.

3. Description of Contract

An Anthropology Department Independent Study Contract must be filled out and signed by all required individuals before the student can register for the independent study. In this contract the student must provide a description of the topic that will be pursued in the independent 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.

4. Semester hours of credit allowed

The maximum hours allowed in independent study are as follows:

- For undergraduates: 16 hours towards degree
 8 hours in any one department
 6 hours in any single semester

Independent credit earned in Anthropology can be used as general upper division credit for the undergraduate major requirement. **It cannot be used to fulfill any of the specific upper division requirements (i.e. upper division course in physical anthropology, archaeology, topical course in cultural anthropology, or ethnographic area course in cultural anthropology).**

5. Eligibility

Independent study in Anthropology is usually restricted to majors because it is assumed that to conduct an independent study in Anthropology the student must have the relevant background knowledge in this discipline. Independent study in Anthropology is also usually restricted to juniors and seniors with a grade point average of 3.25 or higher. Finally, undergraduate majors are required to have completed (at a grade of C or better) ANTH 2010, 2100, and 2200 before registering for independent study.

Independent study cannot be done retroactively. That is, the contract for independent study is to be completed, signed and approved prior to the initiation of the project, not after it has been completed. Also, independent study is to be enrolled for in the same time frame as all other courses.

6. Procedures

- Step #1 Read the Department of Anthropology Application Procedures and Policies.
- Attach Student Degree Audit, showing overall GPA, major GPA, and class standing.
 - Fill in the application in consultation with faculty sponsor, including credit hours.
 - Get approval and signature of faculty sponsor.
 - Sign the agreement.
- Step #2 Hand in forms to the Department of Anthropology office. Staff will review:
- GPA, class standing, prerequisites
 - Completeness of application
- Step #3 Independent Study Coordinator (i.e. Chair) reviews and approves qualifying applications.
- Step #4 Department staff enrolls student for credit hours.

7. Sponsor and Coordinator

Faculty members, not graduate teaching assistants, sponsor independent studies. The Chair of Anthropology is the departmental coordinator of independent study programs.

**INDEPENDENT STUDY CONTRACT
ANTHROPOLOGY DEPARTMENT**

➔ ATTACH YOUR STUDENT DEGREE AUDIT, verifying class standing + *major GPA/overall GPA.

Name _____ Student No. _____
(Last, First, Middle)

Email _____ Phone Number _____

Major _____ Class Standing _____ GPA _____
(Should be ANTHRO) (must be junior or senior) (Min.=3.25)

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

Have ANTH 2010, 2100, and 2200 been passed with a grade of C or better? _____

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 _____
Phone Number _____ Office _____

Location of the independent study 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

BOOKS AND RESOURCES

INFORMATION FOR HUMAN SUBJECTS COMMITTEE (if applicable):

SIGNATURES:

APPROVED:

FACULTY SPONSOR SIGNATURE

CHAIR / INDEPENDENT STUDY
COORDINATOR SIGNATURE

PRINTED NAME DATE

PRINTED NAME DATE

STUDENT SIGNATURE

REGISTERED BY – SIGNATURE

PRINTED NAME DATE

PRINTED NAME DATE

TECHNICAL POLICIES OF COLLEGE OF ARTS AND SCIENCES

1. Student may not register for more than 6 semester hours of Independent Study credit for any one term.
2. No more than 8 semester hours of Independent Study credit may be taken in a single department or program.
3. A maximum of 16 credit hours of Independent Study may count toward the degree.
4. Independent Study credit may not be used to fulfill College List or Core Curriculum requirements.
5. 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.

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