

## INDEPENDENT STUDY CONTRACT

Student Name: \_\_\_\_\_

Student ID No.: \_\_\_\_\_ Course Term/Year: \_\_\_\_\_

1. A minimum of 75 hours of work is expected for this course (25 hours per credit hour). Please describe the content of this independent study. Describe any specific skills that will be developed as a part of this course. Attach a list of books, articles or other written materials that will be read.
2. Please indicate below the expected output (research proposal, research paper, other output) of this independent study:
3. Please describe the role of the instructor and the basis for evaluation by the instructor:
4. If applicable, human subjects approval has been secured (yes or n/a):

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**Eligibility/Registration (to be completed by the graduate program coordinator)**

Cumulative GPA: \_\_\_\_\_ (must be at least 3.0)

Previous independent study hours: \_\_\_\_\_ (cannot be more than 3)

ECON grad hours completed: \_\_\_\_\_ (must be at least 12)

Course Number: ECON 8909 Section: \_\_\_\_\_ Credit Hours: 3.0 Class Number: \_\_\_\_\_

GRADUATE INDEPENDENT STUDY CONTRACT (cont.)

**Signature Page**

Student

Name:

I have read, understand and agree to the policies governing graduate independent study credit (see pages 3-4 of this document).

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Econ Faculty Sponsor

Name:

Sponsor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Associate Chair for Graduate Studies

Name:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## GRADUATE INDEPENDENT STUDY CONTRACT (cont.)

**Policy/Procedure****1. Purpose of independent study**

Independent study is an opportunity for students to work under individual direction with a faculty member on a topic of mutual interest in economics. Independent study is reserved for advanced specialties or for intermediate study in areas in which the Department does not normally offer course credit.

- a. Faculty members are not obligated to sponsor students for independent study but may do so as their workload permits.
- b. Graduate independent study in economics is only allowed in extraordinary circumstances.
- c. Graduate independent study in economics is generally reserved for situations in which a student must develop a skill set for dissertation research (e.g. calibration) that is not normally taught in the graduate curriculum and requires considerable time and faculty input beyond what is typically involved in dissertation research and advising.
- d. Graduate independent study in economics should not be used for a student to read a literature related to their dissertation research. It is expected that all students will read a wide literature while conducting dissertation research in addition to their seven elective field courses. Reading the literature for one's dissertation research should not replace one of the seven elective field courses.
- e. Graduate independent study should not be pursued, and will not be granted, simply because a student is not interested in the field course offerings in a particular semester.

**Student Initials:** \_\_\_\_\_ **Faculty Initials:** \_\_\_\_\_

**2. Eligibility**

In order to be eligible for independent study, ECON graduate students must have earned at least twelve (12) ECON graduate credit hours, must have a cumulative GPA of at least 3.0, and cannot have more than three (3) previous hours of graduate independent study credit.

**3. Policy regarding credit**

The following rules govern the appropriateness of certain independent study experiences.

- a. Internship-type experiences are prohibited.
- b. Work in a University Department is prohibited.
- c. Substitute for core coursework is prohibited.
- d. Extra work performed in association with a regular class is prohibited.

## GRADUATE INDEPENDENT STUDY CONTRACT (cont.)

### 4. Description of contract

A contract must be signed by the student, the faculty sponsor and the associate chair for graduate studies. The contract must explain the topic, the nature of the project and the type of outcome expected (e.g. paper, presentation, etc.) See Item #1, page 1 in the contract. At minimum, seventy-five hours of time is required for each course (25 hours per credit).

### 5. Semester hours of credit allowed

The maximum number of credit graduate students may take in independent study is six (6) hours. No more (and no less) than three (3) credit hours are allowed in any one semester.

### 6. Procedure

- Obtain a Graduate Independent Study Contract online or from the graduate program coordinator, who will verify eligibility (see "Eligibility" section at bottom of page 1 of this document).
- The Contract should be reviewed and discussed by the student and their faculty sponsor.
- After reviewing the contract, the student and faculty sponsor must reach an agreement about a course plan.
- The student must complete the Graduate Independent Study Contract, attaching a detailed course plan. Both student and sponsor must agree to the course plan, sign the contract, and initial where indicated under section 1 on page 3.
- After the student and faculty sponsor have signed the contract, the student must obtain approval from the associate chair of graduate studies.
- Once all signatures have been obtained, the student must take the form to the graduate program coordinator who will set up the course and enroll the student in the course.
- At the end of the semester, the faculty sponsor will submit a grade based on expectations outlined in the course plan.