

Independent Study/Advance Directed Reading Information Sheet

Independent Study/Advance Directed Reading is an opportunity to earn academic credit for doing research outside of the formal classroom structure. A student who is interested in knowing more about a topic not covered (or minimally covered) in the regular curriculum may propose a research project to a department faculty member whose fields of interest are compatible with the proposed area of study. Faculty members are under no obligations to accept Independent Study students but may do so if the topic is in harmony with their areas of interest and they have sufficient time to supervise the project.

It is the responsibility of the student to contact a faculty member to begin the development of the Independent Study/Advance Directed Reading project. If both agree the topic is worthy of independent research, an Independent Study/Advance Directed Reading contract is developed and then signed by both the student and the faculty sponsor.

If human subjects are being used as part of the study (you are observing or interviewing them, or using them in a survey), you must seek approval for your project from the Humans Subjects Coordinator in the department (departmental staff will identify that person for you). In such studies, human subjects' approval must be acquired before the study can begin.

Please keep in mind that a minimum of 25 hours of time is required for each semester hour of credit. For example, three credits of Independent Study/Advance Directed Reading would equal at least 75 hours of work, or approximately 6 hours per week.

I. Independent Study/Advance Directed Reading Policies

- a. Independent Study/Advance Directed Reading credit may not be awarded retroactively.
- b. Independent Study/Advance Directed Reading credit must be registered for prior to the add deadline.
- c. Independent Study/Advance Directed Reading will not be allowed for:
 - i. Internship type experiences
 - ii. Work in university departments
- d. Independent Study/Advance Directed Reading cannot be used to substitute for:
 - i. A particular course
 - ii. College list or core requirements
- e. Independent Study/Advance Directed Reading may be acceptable under the following conditions (subject to departmental discretion):
 - i. Work completed elsewhere, e.g., out of state, if the Independent Study/Advance Directed Reading agreement is developed in advance
 - ii. Volunteer work, when it is part of and germane to the independent research project
 - iii. Work in business, when it is part of and germane to the independent research project
 - iv. Extra research undertaken in association with a regular class if an Independent Study/Advance Directed Reading agreement is developed before the start of the class

II. Maximum Independent Study/Advance Directed Reading Credit Hours Allowed

The maximum hours of Independent Study/Advance Directed Reading allowed by Arts & Sciences policy are:

- 16 total credits toward your degree
- 8 credits in a single department
- 6 in any semester

One to six credit hours of Independent Study/Advance Directed Reading are allowed for any Independent Study/Advance Directed Reading project. The number of credits for your project must be part of the agreement you develop with your faculty sponsor.

III. Eligibility

To be eligible for Independent Study/Advance Directed Reading, you must have Junior or Senior standing, be a major in Ethnic Studies with a minimum 2.5 G.P.A., and have less than the maximum number of allowable Independent Study/Advance Directed Reading credits.

IV. Procedures for Developing an Independent Study/Advance Directed Reading

- a. Develop your ideas about the Independent Study/Advance Directed Reading project you want to pursue.
- b. Identify a possible faculty sponsor.
- c. Meet with the faculty member of your choice to see if an agreement can be reached about the project.
- d. If there is agreement, carefully complete the attached Independent Study/Advance Directed Reading Contract (see further instructions below).
- e. Give the completed contract to your faculty sponsor for approval, making sure you are in agreement about what you will do, how you will present your work, and how it will be evaluated. When you are in agreement, both of you sign the contract.
- f. Prior to the add deadline, turn in the signed contract to the Ethnic Studies Department office in Ketchum 184. At that point, the Faculty Coordinator for Independent Studies will review the contract and, if it seems to have merit and is well developed, the coordinator will sign it.
- g. Then, you will be registered for the Independent Study/Advance Directed Reading within one week by a member of the staff, who will call you.

V. Developing the Independent Study/Advance Directed Reading Contract

In the attached Independent Study/Advance Directed Reading Contract, the following information must be provided in reasonable detail:

- a. A brief description of the research topic, explaining what you are proposing to do and why.
- b. A detailed description of what you will be covering in your research and how the study will be done, with reference to any important theories or literature you plan to explore as part of the project.
- c. How you will present the outcome of your research, such as in research paper form, oral presentation, etc.
- d. The criteria that you and your faculty sponsor have agreed upon for grading your work.

DEPARTMENT OF ETHNIC STUDIES INDEPENDENT STUDY/ADVANCE DIRECTED READING

The purpose of Independent Study/Advance Directed Reading is to offer individualized research and/or practical academic experience for students when such goals cannot be met through courses in the regular curriculum. Independent Study/Advance Directed Reading credit projects must be designed by the student in consultation with the professor directing the course of study and approved by the Chair of Ethnic Studies. Registration for Independent Study/Advance Directed Reading must be approved prior to the third week of classes. Students seeking Independent Study/Advance Directed Reading credit generally must be juniors or seniors with a 2.5 or greater G.P.A.

TERM: _____

COURSE NUMBER: _____

TO BE FILLED OUT BY THE STUDENT:

Independent Study/Advance Directed Reading request for _____ credit hours
Student Name _____ ID# _____ Year in School _____
Cum G.P.A. _____ Professor: _____
Description of Project: (please use reverse side or a separate sheet if necessary)

Student Signature: _____ Date: _____

Address: _____

Phone: _____

TO BE FILLED OUT BY THE PROFESSOR:

Requirements of the project: (assignments and examinations, attach a separate sheet if necessary)

A copy of the final paper, report, or exam must be submitted to the Department of Ethnic Studies office before grade is submitted for credit. If project is not attached, please explain reason.

Revised August 26, 2019

**Ethnic Studies Independent Study/Advance Directed Reading
Agreement
Authorization and Enrollment Information**

Signatures:

Faculty member

Date

Chair, Department of Ethnic Studies

Date

For Office Use Only

Date Received: _____	Date Enrolled: _____
<u>Initials</u>	<u>Date</u>
Program Assistant: _____	_____
Advisor: _____	_____