

## **Independent Study Information Sheet**

### **The Department of Germanic and Slavic Languages and Literatures**

#### **1. Purpose of Independent Study**

Independent Study is an opportunity to earn academic credit for learning outside the formal classroom structure, with individual direction from a faculty member on a topic of mutual interest. A student who is interested in learning more about a topic not covered in the regular curriculum may propose to investigate and research a topic under the guidance of any member of the regular faculty. However, faculty members are not required to offer Independent Study instruction, and will do so only if the topic is of interest and if their schedule permits. The student has the responsibility for proposing a topic to the instructor, but the instructor must ensure that the topic is approached in a structured manner and in keeping with academic standards of the program. Independent Study may not be used to substitute for a regular course not being offered in a given term; students should seek Individualized Instruction through Continuing Education for this purpose.

#### **2. Proper uses of Independent Study**

The College policy prohibits independent study for the following purposes:

1. Internship-type experiences
2. Work in a university department
3. Substitute for regular course work
4. To meet College List, Core, or MAPS requirements
5. Work completed elsewhere (unless approved by dept. before initiating project - department discretion)
6. Volunteer work (can be acceptable if work is part of and germane to the rest of independent study project)
7. Work in business (can be acceptable if work is part of and germane to the rest of independent study project)
8. Extra work performed in association with a regular class (can be acceptable if all procedures in setting up the independent study are followed prior to the work being started)

#### **3. Description of the contract**

See the attached Independent Study contract form. In addition to describing a topic and the expected results (e.g. paper, presentation, etc.), providing a rationale, and outlining evaluation procedures, the student should be aware that a minimum of 25 hours (1500 minutes) of time is required for each 1 semester hour of credit. These hours will consist mostly of time spent by the student on their own, carrying out assignments and research as recommended by the instructor. However, students must also meet on a regular basis with the instructor; typically one hour a week for the duration of the semester is a minimum for a 3 credit hour course. The student should present a draft of the Independent Study form to the instructor for approval at least several days before the add deadline each semester. The rationale should explain as fully as possible why this course needs to be given as Independent Study.

#### **4. Semester hours of credit allowed**

A maximum of 16 hours towards the degree may be taken as independent study; 8 in any one department; 6 in any single semester (College rules). College rules do not allow independent study for College list, core or MAPS curriculum requirements. For graduate students, independent study courses cannot exceed 25 percent of the course work required by the department.

#### **5. Eligibility**

Independent Study in this department is offered at all levels of the curriculum. However, preference will be given to students who are majoring or minoring in Germanic Studies or Russian Studies, (or minoring in Nordic Studies) and preference will be given to students with advanced standing. Students may not take Independent Study retroactively; the contract must be completed prior to the initiation of the project, and the project must be completed and evaluated within the same time frame as regular courses. Students must have an overall GPA of 3.0 to qualify for Independent Study.

#### **6. Sponsor /Procedures**

Only regular faculty members, not teaching assistants or part-time instructors, may sponsor Independent Study courses. After the instructor and student agree on a topic and a format, complete and sign the Independent Study Contract found at [www.colorado.edu/germslav](http://www.colorado.edu/germslav), the contract is then given to the Department Chair for approval and signature. Once all required signatures are obtained, the student will be registered by a member of the GSSL staff. It is up to the student to confirm that the course has been added to their schedule.