

## **INDEPENDENT STUDY CONTRACT – LGBTQ Studies Certificate Program**

Student Name \_\_\_\_\_ Student # \_\_\_\_\_  
Email \_\_\_\_\_ Phone # \_\_\_\_\_  
Major \_\_\_\_\_ GPA \_\_\_\_\_ # of Ind. Study hours completed previously \_\_\_\_\_

### TO BE FILLED OUT AFTER CONSULTING WITH FACULTY SPONSOR:

Course #: NI DT 4840 Credit Hours 3 Section # \_\_\_\_\_ Semester/Year \_\_\_\_\_

Faculty Sponsor \_\_\_\_\_

Location of the independent study work if not Boulder campus: \_\_\_\_\_

Attach a list of the names and contact information (phone and email) of any other people involved in this independent study. If applicable, students must review and follow the procedures set by the university, for research with human subjects, and obtain required approval (see <http://www.colorado.edu/vcr/irb>).

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### **DESCRIPTION OF PROJECT**

Topic or Title:

Expected goal(s) of the project:

Methods for accomplishing project goals (please be specific):

Method of presentation of work for evaluation (paper, verbal, video, etc.) and documentation to be provided:

### **EVALUATION**

Meeting pattern/frequency during the semester (student and faculty member):

Date for first meeting:

Completion/Due Date for entire project:

Criteria for evaluation and grading:

### **BOOKS AND RESOURCES**

List books or other materials which you will consult in the development of this project by attaching a bibliography.

**REQUIRED EFFORT:** \_\_\_\_\_ (The minimum expectation **per hour of credit** is 25 hours of work on the project)  
See also "Description of contract" on the Independent Study Information Sheet.

By signing this form, I agree to the above statements and acknowledge that I have read and understand the Independent Study Information Sheet for the NI DVS "Uwfgu'Egtwecg'Rtqi tco .

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
DATE

\_\_\_\_\_  
LGBTQ Studies Program Co-Director Signature

\_\_\_\_\_  
DATE

\_\_\_\_\_  
Faculty Sponsor Signature

\_\_\_\_\_  
DATE

*Admin Use Only*

Registered by: \_\_\_\_\_

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

Return completed and signed form to the Hazel Gates Woodruff Cottage.

## Independent Study Information Sheet – LGBTQ Studies Certificate Program

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 LGBTQ Studies curriculum or a topic not offered in time for the student to obtain the Certificate before graduation may propose a research project to any department faculty member (excluding graduate teaching assistants). If the student and faculty member can agree that the topic is worth investigating 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. **Proper uses of Independent Study.** Some experiences are not appropriate for independent study credit and, in fact, are prohibited by College policy. Specifically, independent study credit is not to be given for 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 LGBTQ Studies Program Independent Study Contract must be filled out and signed by all required individuals before the student can register for the independent study. 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. The student should present a draft of the Independent Study Contract 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 6 credit hours towards the LGBTQ Studies Certificate may be taken as independent study. See below for additional policies and limits set by the College of Arts and Sciences.

5. **Procedures:** Students may obtain a copy of the Independent Study Contract in the Women and Gender Studies Program office in the Gates Woodruff Cottage. In consultation with the faculty sponsor, the student should complete the form, obtain the required signatures, and submit the approved form to the WGST/LGBTQ Studies Program staff, who will register the student for the course. Students must enroll for independent study in the same time frame as all other courses, according to semester ADD deadlines. 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.

6. **Sponsor:** Faculty members, not graduate teaching assistants, sponsor independent studies.

### 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 is 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.