

University of Colorado at Boulder
SPANISH AND PORTUGUESE DEPARTMENT

INDEPENDENT STUDY AGREEMENT

INSTRUCTIONS: Complete this form and return it to the office before the Add deadline of the semester in which you wish to enroll. This form must be received, and the proposed independent study project approved, before you register.

- Independent study **may not** substitute for any course regularly offered by the Program.
- A minimum of 25 hours of work are required per hour of credit.

Student Name _____ Term _____ Year _____

Student ID # _____ Class (check one): ___ BA ___ MA ___ PhD

E-mail address _____ Phone # _____

Please attach your Plan of Study to this Agreement. See the next page of this form for the elements that are required in the Plan of Study.

Name and email of faculty sponsor and other persons (if any) involved in independent study:

Are human subjects involved in this study? _____ Yes _____ No
(If yes, please supply all information required by University guidelines)

SIGNATURES

Student: _____ Date: _____

Faculty Sponsor: _____ Date: _____
(first and last name) (signature)

Approved: _____ Date: _____
(Program Director)

For Office Use

Student registered on: _____ Course Number: _____ Hours of Credit: _____
(Date)

By: _____ Signed: _____
(print first and last name) (Signature)

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INDEPENDENT STUDY PLAN

Student Name _____ Student Number _____

Major _____

Address _____

Home Phone # _____ Work Phone # _____

Term Code _____ Course #/Section _____ Credit Hours Agreed To _____

NOTE: CCHE policy states “a minimum of twenty-five (25) hours (1500 minutes) of a student’s investment of time is required for each one (1) semester hour of credit.”

Number of Independent Study Hours Already Completed: _____

Justification:

Topic:

Goal (expected outcome, i.e., papers, presentations to a class, oral examination, etc.):

Books/Resources To Be Used:

Meeting Times/Dates:

Project Due Date: _____

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INDEPENDENT STUDY INSTRUCTIONS

Purpose

As a rule, independent study courses can only be taken in Spanish and Portuguese when there is no counterpart to the regular offerings of the Department and when a faculty member and the Chair of the Department feel that a student clearly needs to do independent work in order to substantially improve his/her academic standing in the discipline.

Policies regarding acceptability for independent study credit

Independent Study may not be used to fulfill College List, Core or Maps curriculum requirements. Independent Study credit is not given for activities such as teaching or assisting in a class, proctoring or grading exams, etc. nor is it given for "comparative education" types of experience. Enrollment in an independent study course means that a minimum of twenty-five (25) hours (1500 minutes) of a student's investment of time is required for each one (1) semester hour of credit.

Independent study is a privilege, not a right. It is designed for scholarly and academic purposes. It is not to be a vehicle of convenience or be done because the student "needs" the hours. It is not intended to be used by students to take a regular course not being offered that term. Only Spanish majors will be able to take independent study courses in the unit. No independent study work is allowed for language classes. 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 (independent study credit may not be awarded retroactively). The College policy prohibits independent study for the following purposes:

- a. internship-type experiences.
- b. work in a university department.
- c. substitute for regular course work.
- d. to meet College Lists, Core or Maps Requirements.
- e. work completed elsewhere.
- f. volunteer work (this may be acceptable if work is part of and germane to the rest of the independent study project).
- g. work in business (this may be acceptable if work is part of and germane to the rest of the independent study project).
- h. extra work performed in association with a regular class (this may be acceptable if all procedures in setting up the independent study are followed prior to the work being started).

Eligibility and semester hours of credit allowed

Only Spanish and Portuguese undergraduate majors and Graduate Students registered in the Program are eligible for independent study Department. For graduate students independent study courses cannot exceed 25% of the course work required by the Department (the Department of Spanish and Portuguese further limits independent study credits to its graduate students to no more than six credit hours at the master level and no more than six credit hours at the Ph.D. level).

Procedures: the Independent Study Agreement and Proposal

Only full-time Spanish and Portuguese faculty members may sponsor an independent study student. Faculty members are under no compulsion to accept an independent study. They do so as their workload permits. In order to take independent study, students must fill out a contract in consultation with the Faculty member. The contract must address the following:

1. The nature of the topic to be covered in the independent study.
2. The structure of the independent study course (including assignments, meetings, work to be covered, time-table, etc.).
3. The academic reasons justifying the student being involved in an independent study course.
4. The specific expectations of the course.
5. All independent study contracts must be signed and dated by the student, the faculty sponsor and the Chair of the Spanish and Portuguese Department.

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The maximum hours allowed in independent study are as follows:

16 total toward a degree
6 in the Department of Spanish and Portuguese
6 in any single semester

In calculating the number of credit hours for which credit is requested, students and their faculty sponsors must remember that the campus requires a minimum of 25 hours of work (including reading and writing time) per hour of credit.

The proposal, along with the *Independent Study Agreement*, is then submitted for approval to the Program Director. The object of review by the Program Director is to ensure: (a) the intellectual validity of the proposed project, (b) that the number of semester hours of credit requested is appropriate, and (c) that the project has the requisite faculty sponsorship.

Registration for Independent Study

For registration, the signatures of both the faculty sponsor and the Department Chair are required on the *Independent Study Agreement*. The faculty member returns the completed and signed *Independent Study Agreement* to the department Program Assistant who will obtain the Chair's signature and register the student. Students should note: (a) that the *Independent Study Contract* must be completed, signed, and approved prior to the initiation of the project – credit may not be obtained retroactively; and (b) registration for independent study must occur within the same timeframe as that for all other courses.

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INDEPENDENT STUDY RESPONSIBILITIES

Department Coordinator

The Coordinator of the Spanish and Portuguese Department Independent Study Program is the Chair of the department. The Chair will review all proposals and contracts to ensure that an appropriate number of credit hours are being awarded and only full-time faculty members are sponsoring Independent Study. The Chair is the only one authorized to grant final approval on the Spanish and Portuguese Department Contract. The Chair will ensure that no one faculty member has an unreasonable number of independent study hours.

Faculty Sponsor

Only full time faculty members in the Spanish and Portuguese Department may act as a Sponsor of an Independent Study project. The Sponsor is allowed to sign only the Spanish and Portuguese Department Contract and ensure that, upon coordinator approval, a copy is given to the appropriate departmental office staff person. They are also responsible for evaluation of the independent study project, entering grades on the grade rosters, keeping all appropriate records and verifying the accuracy of grades entered in the student's record.

Department Staff

The Spanish and Portuguese Department Program Assistant is responsible for verifying the Sponsor's and Coordinator's signatures on the Independent Study Contract, maintaining a copy of the approved contract, and, upon approval, registering the student. Under NO circumstances will the Program Assistant be asked or expected to evaluate a student project to determine the grade assigned.

NOTE:

GRANTING INDEPENDENT STUDY CREDIT IS NOT TO BE USED AS A WAY FOR FACULTY OR THE DEPARTMENT TO COMPENSATE A STUDENT FOR DOING ROUTINE WORK, GRADING PAPERS, PROCTORING EXAMS OR ASSISTING WITH A FACULTY MEMBER'S RESEARCH.