

Department of Romance Languages Policies on Graduate Independent Studies

Independent study courses (FREN 840, ITAL 840, SPAN 840) exist in order to allow students to undertake research on topics that are not made available through normal course offerings. Independent study courses may not be given simply because a student cannot get into a class, or because of difficulties a student may have in his or her scheduling of classes. Given the need to be able to demonstrate to the Graduate School the academic integrity of such courses, please note that:

- (1) There must be a written course contract that specifies the topic and readings for the course, as well as dates by which readings and written work must be completed, the frequency of meetings, and how the grade for the course will be determined
- (2) Independent studies must be arranged by no later than the end of the first week of classes
- (3) No faculty member should have more than 2 students enrolled in independent studies with him or her in a given semester; if you are willing to have more students, you should schedule an 830 seminar and offer the course as an overload (without extra pay) with an approved course schedule
- (4) The form below, along with the course contract, should be submitted to Tom Smither, who will ask for the Chair's or the Director of Graduate Studies' consent and enroll the student in the appropriate course if approved

INDEPENDENT STUDY LEARNING CONTRACT

Prerequisites: Required preparation, or permission of the instructor. (Note that faculty members are restricted to no more than two students per semester.)

APPLICANT INFORMATION:

Student Applicant's Name: _____ PID: _____ - _____

Date of Application: _____ Credit Hours: _____ (each dept. lists range)

Semester Requested: FALL SPRING

M.A. Ph.D.

Incompletes? Yes _____ No _____

Email: _____ Phone #: _____

INFORMATION ABOUT INSTRUCTOR OF RECORD:

Name: _____ Email: _____

COURSE CONTENT: Please describe the course requirements (or attach a syllabus containing ALL these required elements). This is considered a contract between the instructor (advisor/sponsor) and the student. Deviations from this contract should be updated and documented to the extent possible by the instructor and student.

a) Hours of study per week (e.g., 9 hours per week if 3 credit hours): _____

b) Meeting requirements (e.g., individual meetings, lab meetings, etc.):

c) Reading assignments (and due dates, if relevant): _____

d) Written assignments (page requirements/limits and due dates, if relevant): _____

e) Other assignments (please describe): _____

f) Assessment (e.g., % of course grade based on each requirement) including final examination (or alternate format): _____

g) Other information: _____

h) Work plan (100 words maximum): _____

INSTRUCTOR OF RECORD AND STUDENT RESPONSIBILITIES:

I have read the responsibilities of the instructor and agree to undertake these responsibilities.

Instructor _____ Date _____

I have read the responsibilities of the student and agree to undertake these responsibilities.

Student _____ Date _____

****DEPARTMENT CHAIR OR DIRECTOR OF GRADUATE STUDIES (whichever is applicable):**

This application for Independent Study has been reviewed. The proposal is APPROVED AS IS REQUIRES MORE INFORMATION (provide details and return to instructor and student) NOT APPROVED (provide rationale)

Chair/Director of Graduate Studies Date

** If the Chair is the student's Independent Study instructor, this form should be signed by the Chair's Senior Associate Dean.

Note: Departments should maintain copies of this contract for a minimum of two years.