

**INDEPENDENT STUDY CONTRACT**  
**Department of Romance Studies**

Prerequisites for ITAL/FREN/SPAN 395: ITAL/FREN/SPAN 300. For all Independent Study courses, the required preparation is two major-level courses or permission of the instructor.

\*\*Note that faculty members are restricted to no more than two students per semester or summer session\*\*

**APPLICANT INFORMATION (to be completed by Student):**

Student Applicant's Name: \_\_\_\_\_ PID: \_\_\_\_\_

Email: \_\_\_\_\_ Phone #: \_\_\_\_\_

Date of Application: \_\_\_\_\_ Credit Hours Sought: \_\_\_\_\_ (1-3 hours for 395; 3 hours for PORT 390)

Major: \_\_\_\_\_

Class: FIRST YEAR          SOPHOMORE          JUNIOR          SENIOR

Semester Requested: FALL          SPRING          SUMMER I          SUMMER II

Current GPA: CUMULATIVE \_\_\_\_\_ MAJOR \_\_\_\_\_

Prerequisite(s) Fulfilled: COURSE # \_\_\_\_\_ SEMESTER/YEAR \_\_\_\_\_ GRADE \_\_\_\_\_

COURSE # \_\_\_\_\_ SEMESTER/YEAR \_\_\_\_\_ GRADE \_\_\_\_\_

**INFORMATION ABOUT INSTRUCTOR OF RECORD:**

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Instructor's Independent Study Section #: \_\_\_\_\_

**COURSE REQUIREMENTS:** Please describe the course requirements (or attach a syllabus containing all these required elements). This is considered a contract between the instructor and the student. Deviations from this contract should be updated and documented to the extent possible by the instructor and student. Students are expected to devote at least three hours of independent work per week for each unit of credit (e.g., 9 hours per week if 3 credit hours).

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

b) Meeting requirements with the instructor (e.g., individual meetings, lab meetings, etc.). Include day/time of weekly or biweekly meetings:

\_\_\_\_\_

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): \_\_\_\_\_

\_\_\_\_\_

**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 \_\_\_\_\_

**\*INDEPENDENT STUDY COORDINATOR/CHAIR/SAD:**

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) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Independent Study Coordinator (ROMS DUS)

\_\_\_\_\_  
Date

\*If the DUS is the student’s Independent Study instructor, this form should be signed by the Chair. If the Chair is the student’s Independent Study instructor, this form should be signed by the Chair’s Senior Associate Dean (SAD).

\_\_\_\_\_  
ROMS Chair/SAD

\_\_\_\_\_  
Date

Note: Departments must maintain copies of this contract for a minimum of four years.