

MASTER'S STUDENT INDEPENDENT STUDY FORM

ITRN 790 (for ICP students)

PUBP 796 (for other programs)

Course Description: An independent study affords students an opportunity to complete a more detailed research project than is generally possible in a particular course. Research often involves areas and topics not currently covered by existing courses. The Independent Study expects a greater level of effort on the part of the student than standard course offerings.

Course Eligibility:

- Open to degree-seeking students only. Non-degree students are not eligible.
- Students must have completed at least 12 credits of Schar School coursework prior to commencing the independent study.
- Departmental approval is necessary prior to enrollment.
- Students may apply a maximum of three credits of independent study (one course) toward their degree requirements. In exceptional cases, students may be granted approval to complete two independent study courses and apply six credits toward degree requirements by petition to the Associate Dean of Academic Affairs. Petitions should be submitted in writing and include a compelling justification for a second independent study. It is expected that those students petitioning will have an outstanding academic record.

Guidelines for Independent Study:

- An independent study is intended to provide the student with an opportunity to explore a subject that is not covered in depth in regular course offerings. It may also be a chance for students to further develop research on a subject that was introduced in a previous course.
- It is an agreement between the student and his or her program that the student will do research or undertake an intellectually challenging project that goes well beyond normal course work.
- Students should approach the independent study with the understanding that they will commit *at least* the same amount of effort that would be committed to a normal course offering.
- An independent study should be original research, often combining research techniques and methodologies, such as library research data and analysis and interviews.
- An independent study should be potentially publishable or the quality of an otherwise publicly presented paper.
- **Independent Studies are to be a minimum of 35 typed pages of scholarly work.**

Steps for Independent Study Approval and Registration:

1. Choose a topic
2. Identify a professor who is willing to serve as independent study advisor. The student and professor should agree upon a general topic. The student should conduct a preliminary investigation of the subject to ensure that resources to support the study as initially contemplated are available and accessible.
3. Develop a 2-3 page independent study proposal. The proposal should include:

- Description of the topic to be covered.
 - Research outline (how the research will be conducted – readings, interviews, data analysis or a combination of methods).
 - Preliminary bibliography of works to be consulted.
 - Description of final deliverable that has been agreed upon by both the student and the professor.
 - Schedule for interim deliverables (progress reports) to be submitted during the period of the independent study so that the professor can offer guidance or assistance in “course correction” if needed.
 - Criteria agreed upon by the student and the professor for grading the independent study.
 - Due date for the final paper/presentation to the professor. Please note that the Independent Study dates must coincide with the beginning and end of traditional semester dates.
4. Both the written proposal and this independent study form must be signed by student and professor.
 5. Submit the signed proposal and independent study form to your academic advisor in the Schar School Office of Student Services for course registration.
 6. Submit tuition payment via Patriot Web in accordance with payment deadlines.

Format for the Independent Study Paper:

The following format is to be observed when writing the final research paper.

1. Abstract.
2. Statement of the problem researched.
3. Description of the research conducted.
4. Description of research findings.
5. Analysis of the findings.
6. Conclusions.
7. Detailed footnotes.
8. Detail bibliography of all books, technical articles, publications and websites.
9. Minimum of 35 pages.

I have read and understand the above requirement of the Independent Study and agree to follow the guidelines set forth.

I have not previously earned credits toward my Schar School degree from an independent study. (If so, the approved petition for a second independent study must be attached).

Student

Date

Independent Study Professor

Date