

Independent/Directed Study Proposal Guidelines

Steps

- 1) Please discuss with your sponsoring faculty member before completing the paperwork. You should gain preliminary approval of your independent/directed study before submitting the proposal.
- 2) Please submit the following basic information at the top of your proposal.
 - Student Name
 - Student ID Number
 - Email Address, Telephone Number
 - Sponsoring faculty member
 - Semester/dates of the project
 - Requested number of credits to be completed
- 3) Please include the following information in your proposal, if applicable.
 - Reason for the directed/independent study
 - Main goals and procedures/methods of the project
 - The outcome of the project (e.g.: 15 digital images, 20 minute video, 20 page research paper)
 - Timeline of the project
 - Budget (travel, materials, etc.)
 - Suggested grading criteria
 - Additional information as is relevant to the independent/directed study

Additional Information/Criteria

- Proposals can be e-mail or submitted to the appropriate faculty member.
- Project acceptance is based on the quality and viability of the proposal, as evaluated by the faculty member.
- In choosing a faculty member to be a sponsor, consider asking a faculty member that you have had in a previous class, as they are better able to assess your ability to work independently.
- Independent/directed project instruction is limited to individual meetings with the professor at the convenience of the professor.
- The initial proposal as well as subsequent iterations will be discussed and approved by the professor.
- Meetings/timelines will be decided before the commencement of the independent/directed study and any changes to such must be immediately communicated to the professor.