**Independent Study Contract**

**College of Arts & Sciences**

For students who demonstrate superior ability, an instructor may suggest a plan of independent study that shall include some remission of the obligation of regular class attendance. Independent study plans in each case shall have the recommendation of the department chair and approval of the appropriate associate dean.

**Deadlines**

* **Fall semesters:** all registration paperwork for independent studies (both the [Request for Addition to Current Schedule](http://webmedia.jcu.edu/registrar/files/2015/03/Addition-to-current-schedule-New.pdf) and this contract form) must be completed and received by the Registrar’s Officeby the **Friday before** **the first day of classes.**
* **Spring semesters:** all registration paperwork for independent studies (both the [Request for Addition to Current Schedule](http://webmedia.jcu.edu/registrar/files/2015/03/Addition-to-current-schedule-New.pdf) and this contract form) must be completed and received by the Registrar’s Officeby the **Friday before the start of winter break.**

**Approval and Registration Guidelines**

Please work with your supervisor to obtain the required signatures. This contract should be signed by you, your independent study supervisor, and the department chair, then **sent to the College of Arts and Sciences Dean's Office to obtain the appropriate Associate Dean's signature (deliver to Administration Annex room B101 or send a high-quality scan to** [**cas@jcu.edu**](mailto:cas@jcu.edu)**)**. Once approved, the signed form will be emailed back to you by the Dean’s Office. The academic department and the Office of the Registrar will be copied on the approval and will give you permission to register for the course. You may then go into BannerWeb to register for your independent study. **Routing the contract form for signatures can take a few days, so please plan accordingly.** This form should be completed by the student in consultation with the instructor who will supervise the Independent Study.

Student Name:

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Banner Number:

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Student Email:

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Student Phone:

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Student Major/Minor (if applicable) or Program:

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GPA:

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Independent Study Supervisor/Instructor:

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Independent Study Supervisor Email:

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Academic Advisor:

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Academic Advisor Email:

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Course Prefix, Number and Section:

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Number of Credits:

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Semester & Year:

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**Project Information**

Title of Independent Study:

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Description or Statement of Project:

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Learning Goals/Objectives

What new knowledge, skills, and abilities will you have at the end of the study? This may be concrete or flexible, but it is important for you and your supervisor to know what you are expecting to gain from the experience.

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Requirements of Project/Planned Activities

The plan might include readings, interviews, discussion with a faculty advisor, or other forms of research as appropriate. A preliminary bibliography may be included.

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Method of Evaluation/Outcomes

Your faculty advisor must be able to evaluate what you have learned. Possibilities might include written documents or reports, presentations, teaching cases, or other products that would be of value to you and/or key audiences. A rule of thumb for traditional courses is one significant outcome per credit, but this can be rearranged to best meet the stated learning objectives.

**The faculty advisor must indicate the grading criteria and grading scale for this project.**

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Timetable

Include interim mileposts such as advisor meetings, feedback on drafts, and final project completion. You and your advisor can use this to gauge progress and provide feedback and support as needed.

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IRB Compliance

If any work in the independent study involves human subjects, you will need to provide a letter of approval from the IRB.

Please consult the IRB Administrator at 216.397.1527 for more information.

**Approval Signatures**

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Student Signature Date

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Independent Study Supervisor Signature Date

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Department Chair Signature Date

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Associate Dean Signature Date