

P O L I C Y O N
I N D E P E N D E N T S T U D Y

DATE: 02.01.2011

FROM: Robert Miller, Professor, Director
School of Architecture

PAGE: 1 of 2

STUDENT QUALIFICATIONS **To qualify for Independent Study, students must have a 3.5 GPA or higher, or, if a conducting the study as a group, must have at least one student meeting this standard and no students lower than a 3.0 GPA.**

Independent Studies are designed for students who have the discipline, maturity, and skill to work independently. By making GPA a qualifying factor, we will improve the success rate of such courses.

OPPORTUNITY **Students who do not successfully complete an Independent Study (i.e., receive a S (superior) or a P (pass), or for Honors Independent Studies a C or above) will not be given a second Independent Study opportunity in their current degree program.**

By limiting opportunities for Independent Study, they will become more valuable and students will take them more seriously.

FACULTY QUALIFICATIONS **The subject of the Independent Study shall be in the research area of it's sponsoring Faculty Member, shall have an outcome that will advance that person's career goals (DOE), or otherwise be of strategic value to his/her academic career.**

The workload of the Faculty is extremely high and Independent Studies require a significant faculty effort, if done properly. The only way the School can justify this dedication of its faculty resource to so few students, and the best way to insure faculty commitment and follow through, is to verify that the Study is in the best interest of both the student and the faculty member.

EXCLUSIVE SUBJECT MATTER **The Independent Study subject/purpose must not be covered in the regular curriculum.**

Because of the workload added to the faculty, the School cannot sanction Independent Study if the pedagogical mission can be satisfied in the regular curriculum.

PROCESS **All Independent Studies will run through the following process:**

- 1 PROPOSAL: Students will develop a written Independent Study Proposal, under the supervision of the sponsoring Faculty Member, that includes the following:
 - 1.1 PURPOSE: Statement of Purpose outlining what the study will cover, why it is needed, and how many credits are requested.
 - 1.2 GOALS: List of specific goals and accomplishments to be gained from the study. Where the study involves a group of students, individual goals and accomplishments shall be listed where not common to all.
 - 1.3 METHODOLOGY: An outline of the working process followed by a goal-by-goal explanation of how the proposed methodology will bring about the desired results.
 - 1.4 SCHEDULE: A detailed schedule of meetings and interim deadlines by which the proposed accomplishments will be achieved over the semester.
 - 1.5 ROSTER: A list of the participating students, indicating the year-level and GPA of each, along with a list of previous Independent Studies taken showing the faculty member and grade received.
 - 1.6 COMMITMENT: A signed commitment by each participating student, as follows:

I agree to be responsible for accomplishing the stated Purpose and Goals of this Independent Study set forth herein. I understand that Independent Study requires maturity, discipline, and responsibility and that, should I fail in this venture, I will not be extended another Independent Study opportunity in my current degree program.

I agree to complete work on the schedule set forth herein. I agree to meet with my Faculty Member at least once per week and to make a written summary of each meeting, signed by the faculty member, that will include a detailed statement of the work I am to complete by the following meeting. Every time I fail to complete the weekly work assignment to the satisfaction of my sponsoring Faculty Member, my grade for this course will be lowered by half-a-letter grade.

[When more than one student involved:] Furthermore, I agree to collaborate with my fellow students in a spirit of mutual support in which I will put the good of the overall study above my own self-interests. Should one or more of the my peers fail to satisfactorily complete their work, in either quality or quantity or according to schedule, I will immediately raise the issue with the group and, failing satisfactory resolution, with the Faculty Member.

- 2 SPONSOR: The sponsoring Faculty Member will require revisions to the Proposal until satisfactory. Then she/he will append a certification, similar to the following:

This Proposal for Independent Study is in my research area and has an outcome that will advance the goals in my DOE, or, is otherwise of strategic value to my academic career because _____.

I commit to deliver the stated Purpose and Goals of this Independent Study and will monitor its progress, modifying the Schedule as necessary to insure the intended results.

- 3 DIRECTOR: The certified Proposal will be approved by the Director.

DEADLINES Because the Independent Study is intended to be a well-developed rigorous course of study, the completed and faculty-certified Proposal must be submitted to the Director by the last day of the semester prior to term of study.

E N D O F P O L I C Y