

Independent Study Form

Purpose: The purpose of the Independent Study (IS) is for a student to find a supervisor for his/her research with the hope of studying a topic in depth that is not covered by a course.

Policies:

- The agreement should be formalized by completing the IS form and forwarding the completed form your Academic Advisor.
- Students may not take an independent study if there is a course that the University offers that covers the same topics. CS majors MUST choose a tenure/tenure track faculty member to supervise their IS. All other majors with CCI may choose any type of faculty member from within the college. All faculty can be found on CCI's website. The workload as presented in the IS should justify the number of desirable credits. Typically, if it is a 3 credit course the student should meet with the Professor for a minimum of 3 hours each week).
- No more than 6 credits of Independent Study will count toward graduation credits (undergraduate only).

Procedure: Students must secure signatures of the faculty member who has agreed to supervise the project and their academic advisor. The IS will then be reviewed by the college and a decision will be communicated to the student by the advisor. If the project requires work in or cooperation of a library or other agency outside the college, a letter must be secured from a person authorized to speak for that agency. Please specify how many credits the IS course is for (typically three credits, but it could be for one or two credits) and describe the work to be done. We reserve the right to ask for further verification of content. If there is any lacking material the IS must be revised and the student will be notified and required to follow up with the requested material. **This form must be submitted 4 weeks PRIOR to the start of the tem.** When completing this form please <u>print</u> clearly.

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Ivaine	Stud	ent 1.D	Date					
Email	il Major		Term Completing IS					
Reason for taking this course as an	independent study (circle one	e)						
No course exists for	this topic Preparation for	or thesis Researc	h project with educ	cational com	ponent			
Indicate the number of credits proportion course number to select.	posed and if you would like IN	VFO or CS credit. Ple	ase use the key on	page three fo	or the app	propria	te	
INFO credits	-OR-	CS cred	its					
Brief title of project (to appear on	transcript)							
	(Maximum 30 charac	eters and spaces)						
Proposal: Outline the nature of the	e study and the methods propo	osed for gathering dat	a or information (c	complete page	e 2).			
Please print your name and s	ign.							
Approved by: Instructor	/			Date				
Approved by:				Date				
Advisor								
Approved by:				Date				
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Department Head/Director Doctoral Program



Independent Study Form

Proposal: Please provide as many details as you can within each category below. All sections are mandatory. Include additional pages

if necessary. If your proposal will be done as part of a funded research project, include account number here:
Completion Date:
Course description:
Assigned Reading – Please supply the reading list with both text names and authors and the specific pages and chapters that the student will cover in each text.
Written Assignments – Please detail the assignments that the student will turn in and the dates on which each assignment is due.
Exams – Please indicate whether or not the student will be expected to take any exams and if so specify when, how many, and the nature of the exams (take-home, in-class, other).
Faculty/Student Appointments – Please describe how often the student and faculty member will meet to discuss the work (NOTE: three credit course requires three hours of interaction per week).
Final Grading – Please outline how the final grade will be determined.



Independent Study Form

CCI Independent Study Course Key

CS UG Course Number: CS IXXX Title: Independent Study in CS Number of Credits: 1.0 - 12.0

CS I199 – Lower level undergraduate. These courses are generally intended for students with Freshman standing.

CS 1299 – Lower level undergraduate. These courses are generally intended for students with Sophomore or Pre-Junior standing.

CS I399 – Upper level undergraduate. These courses are generally intended for students with Pre-Junior or Junior standing.

CS I499 – Upper level undergraduate. These courses are generally intended for students with Senior standing.

INFO UG Course Number: INFO IXXX | Title: Independent Study in CS | Number of Credits: 1.0 - 12.0

*INFO I399: 2.0 – 16.0

INFO I199 - Lower level undergraduate. These courses are generally intended for students with Freshman standing.

INFO I299 - Lower level undergraduate. These courses are generally intended for students with Sophomore or Pre-Junior standing.

INFO I399* - Upper level undergraduate. These courses are generally intended for students with Pre-Junior or Junior standing.

INFO I499 - Upper level undergraduate. These courses are generally intended for students with Senior standing.

GR Course Number: CS IXXX

Title: Independent Study in CS

Number of Credits: 1.0- 9.0 Credits

*CS I699: 1.0 – 6.0

CS I599 – 1st year Master's. These courses are generally intended for Master's degree students in their 1st year.

 $CS~I699*-2^{nd}~Year~Master's$. These courses are generally intended for Master's degree students in their $2^{nd}~year~(Can~be~repeated~3~times~for~18~credits)$.

CS I799 – Upper level graduate. These courses are generally intended for post-Master's and pre-candidacy PhD students.

CS I899 - Upper level graduate. These courses are generally intended for post-candidacy PhD students.

CS 1999 – Upper level graduate. These courses are generally intended for post-candidacy PhD students.

GR Course Number: INFO IXXX

Title: Independent Study in INFO

Number of Credits: 1.0 - 9.0 Credits

*INFO I799: 2.0 - 12.0

INFO I599 – 1st year Master's. These courses are generally intended for Master's degree students in their 1st year.

INFO I699 – 2nd Year Master's. These courses are generally intended for Master's degree students in their 2nd year.

INFO I799* - Upper level graduate. These courses are generally intended for post-Master's and pre-candidacy PhD students.

 $INFO\ I899-Upper\ level\ graduate.\ These\ courses\ are\ generally\ intended\ for\ post-candidacy\ PhD\ students.$

INFO I999 – Upper level graduate. These courses are generally intended for post-candidacy PhD students.