

FORMAT FOR INDEPENDENT STUDY
GPGN599 (MS)
GPGN699 (PHD)

Please use the following format to submit to the Graduate Advisory Committee *not later* than the first day of the semester in which you wish to enroll in the course. Any request received after that date will automatically be deferred to the following term.

It is the student's responsibility to confirm that this course is acceptable by his/her advisor and/or Thesis Committee for credit towards degree. We strongly suggest that you run this by your thesis committee/thesis advisor prior to submitting to the GAC.

Many students partner an independent study proposal with an internship experience; however, an internship does not, by itself, lead to independent study credit. You must make the case for obtaining academic credit; this involves work beyond the scope of the internship.

Approvals and appropriate credit-hour assignment rest with the GAC and the Department Head. Per the Bulletin, the student may request up to 6 credits; a maximum 3-credit approval is the norm.

Bring your request to the Department, after which it will circulate for review among the GAC. We will contact you with feedback, questions, or when the request has been approved. Upon GAC approval, you will need to submit a Registrar's independent study request form, with Departmental approval signatures, to the Registrar's Office to create the course in which you will enroll. You will be given this form to obtain appropriate signatures and take to the Registrar. Do not forget that you will actually need to enroll in the course, once it is set up in Trailhead!

REQUEST FOR INDEPENDENT STUDY
COURSE APPROVAL
GPGN X99

Date

Requested Semester of Enrollment: *Fall/Spring, Year*

Proposed Number of Credits

The work you to do must equate to the work involved in an actual course with the number of credits you're requesting. For example, if you're requesting 3 credits, then consider a 3-credit course and the level and amount of work involved. Can you justify the amount and level of work you're doing to equate to that?

Instructor of Record *(Name of faculty member who will supervise the work)*

I. Abstract

Should be around one-half page, single-spaced.

II. Evaluation Summary

How will the course be evaluated, and what are the deliverables? Periodic assignments? Reports? Status meetings? Publishable paper? Will any other faculty/individuals be involved in attending meetings and evaluating written work?

III. Budget, if any

If you are doing an independent study project that requires explicit funding (funding beyond any current research assistantship to which you may currently be appointed, or faculty time), please indicate that, and the source of the funding here. If there's nothing to report, this section should be left out.

IV. Benefit to Student

- 1. How will this experience benefit/complement your degree program?*
- 2. Is there a regularly offered course at CSM with the same material at a similar level described above?*
- 3. If the answer to the above question is 'yes', what is the reason for the independent study?*
- 4. Is this request related to, or an offshoot of, an internship? If so, what independent work will be done beyond an internship to qualify it as an academic project for credit toward your degree?*

V. Short list of references, if applicable

VI. Approval Signature Lines *(GAC Chair will sign once approved by the GAC):*

Faculty Sponsor/Supervisor

Chairman, GAC

Department Head