



INDEPENDENT STUDY AND RESEARCH PROPOSAL FORM

Please complete this form and obtain signatures of approval BEFORE you can be registered. Email the form to faculty member that is administering the independent study or directed research to help you complete and sign the form. This form is for department records and is used to assign a grade at the end of the semester. Please email your completed form to advisor@chee.arizona.edu so that you can be registered you for Independent Study or Directed Research. Reminder: Check Dates and Deadlines for final dates to be enrolled in courses at the start of the semester.

Student Name Student ID#

Student Phone # Student E-mail

Independent Study #: Honors Credit:

Directed Research #: Honors Credit:

Number of Units: [A maximum of 3 units can be used towards degree requirements]

Semester Year

Project Advisor

Department

Title of Project

Estimated hours per week Student will spend on project

Estimated Project Advisor/Student contact hours per week

Description of project, including anticipated product (see policy #5): (syllabus or project plan may be attached)

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.....

SIGNATURES:

Required:

STUDENT DATE

PROJECT ADVISOR DATE



End of Semester Report

Below is the format that you should be using for your end of semester report. If you do not complete this report and submit it to the faculty you are working with by the end of the semester, then you will receive an "I" as your grade.

To earn credit for independent research, students must submit a final report (or give a presentation and submit slides and a downloaded recording of the presentation) to earn credit. This is particularly important for maintaining accreditation for ABET. The report should contain the following elements:

1. A **cover page** that contains:
 - a. Student's Name
 - b. Title of Project
 - c. Name of the Faculty Member Mentoring the Student
 - d. Course ID and Number
 - e. The Number of Credits being Completed this Semester
 - f. The Number of Those Credits being Used for Tech./Engr. Electives
 - g. The Semester and Year
 - h. A brief introduction that states the problem/hypothesis/goals of the work, including references.
2. A **description of the methods** used to address the problem/answer the hypotheses/achieve the goals of the work, again citing literature where appropriate.
3. A brief description of **critical thinking or problem-solving skills** used to address one aspect of the work.
4. A **summary of results/lessons** learned.
5. A short explanation of **future work**.

There is no required length for the report/presentation if it contains the above elements.

Policies for Independent Study

Updated with policies & guidelines approved by Faculty Senate, 5/5/08; with link to Honors Guidelines, 9/11/2013

199, 299, 399, 499, 599, 699, 799* Independent Study:

(Credit varies) Qualified students working on an individual basis with professors who have agreed to supervise such work. Grades Available: S, P, F, I, W

199H, 299H, 399H, 499H Independent Study - Honors:

[See Honors College Guidelines for Independent Study,

<http://www.honors.arizona.edu/future-students/honors-credit-across-campus/>*]*

(Credit varies) Honors students working on an individual basis with professors who have agreed to supervise such work. Grades Available: A, B C, D, E, I, W

* **Graduate students** doing independent work that cannot be classified as actual research will register for credit under course number 599, 699, or 799.

1. **Determination of credit:** The University and Board of Regents require a minimum of 45 hours of course work for each unit of credit awarded.
2. The **number of credits** of Independent Study must lie within the approved credit range listed in the catalog course description.
3. The **content of an Independent Study** course must not significantly duplicate material offered in a regularly scheduled course in the department in the current semester; any exceptions must be approved by the college dean.

4. Departments and programs must have an Independent Study proposal form modeled on this approved template that is to be completed when the student enrolls in the course or at the beginning of the term.

5. For an undergraduate Independent Study course, the instructor or project advisor must provide either a course syllabus or a project plan detailing: (1) learning outcomes, (2) expected reading, or lab or field work, (3) expected meetings, (4) expected work products, and (5) criteria to be used for evaluation and grading.

A. All proposal forms and project plans must be signed by the instructor and the student and filed in the department or program office within a week after the term commences.

B. At the end of the term, or whenever the student completes the project, the instructor or project advisor must complete a record of the outcome that explains the grade submitted. The record of outcome form with the instructor's signature should be filed in the department or program office when the course grade is submitted.

6. If students are paid in association with an Independent Study course, academic credit can be awarded only for faculty-approved academic work as defined by department policy.

7. If registration for an Independent Study course occurs after the twenty-first day of the regular semester, after the first two days of Winter Session or Pre-session, or after the first week of a Summer Session, the department head (or designee) must sign the Change of Schedule form, in addition to the instructor.

8. If a grade of Incomplete is awarded for an Independent Study course at the end of the term, another Project Advisor must be identified who agrees to evaluate the student's work, should the original Project Advisor become unavailable.

Guidelines for Independent Study

1. The student should have a specific proposal or project in mind when requesting an Independent Study course.
2. **University Honors students** requesting Honors Independent Study and the faculty who agree to supervise them should consult the Guidelines for Honors Independent Studies (<http://www.honors.arizona.edu/future-students/honors-credit-across-campus>) as endorsed by the Undergraduate Council, 4/7/2009.
3. The enrollment fee for Independent Study credit is calculated at the same rate as for other credit courses.
4. Students should enroll within the first three weeks of the Fall and Spring Semesters or immediately after the beginning of Winter or Summer Sessions. Students must complete the required 45 hours of course work per credit unit before the last day of the term. The last day to register for Independent Study in Fall and Spring Semesters without incurring a late charge is the same as for all other courses; see <http://www.bursar.arizona.edu/students/fees/census> and http://www.bursar.arizona.edu/students/fees/late_charge.asp.