



New Jersey City University
William J. Maxwell College of Arts and Sciences

Procedures and Requirements for Independent Study Courses
[Effective Fall 2000, Revised Fall 2003, Spring 2010]

Objective

Independent Study (IS) courses provide students with the opportunity to learn about and investigate a topic in depth. Working under the direction of a faculty member, students are able to pursue interests that are a) beyond the University's existing courses, or b) briefly discussed in an existing course but not studied in depth. IS courses are a means for students to develop specialized academic knowledge and utilize advanced level research skills.

Project Review and Approval

IS course proposals must be recommended by the chair/coordinator of the academic unit that is sponsoring the independent study and approved by the Dean. IS proposals will not be considered as a means of responding to scheduling desires or for projects that replicate existing courses.

Proposal Requirements

Students must have a cumulative grade point average of 3.00 or above in order to apply for an IS course. IS proposals should be prepared the semester before the student expects to enroll for the course (the deadline for submission of proposals will be announced by the Dean's Office, but will generally coincide with the add/drop deadline for the relevant semester). Students may earn a maximum of six credits through independent study during the course of their undergraduate career.

Proposal

In collaboration with a faculty mentor, the student has the responsibility of preparing a proposal detailing the proposed project. The information should be provided on the proposal form, with additional sheets attached as needed.

In addition to contact information for the student, the proposal must include the following items:

- A. rationale for the IS
- B. detailed description of the subject/topic to be studied or the project to be undertaken
- C. proposed number of credits
- D. methodologies and resources that will be used to study/investigate the subject, e.g., readings, any equipment or supplies that a department/program would be expected to provide along with a statement indicating the department's willingness to provide it
- E. specific grading criteria
- F. specific learning outcomes and cross-curricular competencies that will be achieved through the proposed project,
- G. verification of approval by the university's Institutional Review Board if the project involves human subjects
- H. proof of insurance and/or liability for equipment damage, theft, and/or personal injury when appropriate
- I. name of faculty member who has agreed to supervise the project
- J. description of the final product(s) that will be produced including but not limited to paper(s), artwork, video performance, video tapes, etc.
- K. the amount of time the student anticipates spending on the project each week.

The student's CGPA should be verified by the sponsoring department prior to submitting the proposal for the Dean's review, and a copy of the student's most recent unofficial transcript attached to the proposal.