

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

Procedures and Requirements for Independent Study Courses  
[Effective Summer I 2007, Revised Fall 2013]

**Objective**

Independent Study 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. Independent Study courses are a means for students to develop specialized academic knowledge and utilize advanced level research skills.

**Project Review and Approval**

Independent Study course proposals must be recommended by the chair/coordinator of the academic department that is sponsoring the independent study and approved by the Dean. *Independent Study 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 I.S. course.* Independent Study proposals should be prepared the semester before the student wishes to enroll for the course (The deadline for submission of proposals will be announced by the Dean's Office). Students may earn a maximum six credits through independent study during the course of their undergraduate career. The student's CGPA should be verified by the 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.**

**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. the rationale for the Independent Study,
- B. a detailed description of the subject/topic to be studied or the project to be undertaken,
- C. the proposed number of credits,
- D. the 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. if working with human subjects, verification of approval by the Institutional Review Board (IRB),
- H. when appropriate, proof of insurance and/or liability for equipment damage, theft, and/or personal injury,
- I. name of the 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,
- K. and the amount of time the student anticipates spending on the project each week.

**\*\*Please note that effective Summer I 2007, a copy of the final project must be submitted to the Dean's office with the final grade and kept on file for three years. No grades will be sent to the registrar's office unless a copy of the project has been received by the Dean's office.**

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**INDEPENDENT STUDY PROPOSAL AND RESEARCH CONTRACT**

Sponsoring Department: \_\_\_\_\_

Date of Proposal: \_\_\_\_\_

Faculty Mentor: \_\_\_\_\_

Course #: \_\_\_\_\_

Student's Name: \_\_\_\_\_

Semester for Proposed Study: \_\_\_\_\_

Student's CGPA: \_\_\_\_\_

Proposed no. of credits: \_\_\_\_\_

Student's Address: \_\_\_\_\_

Student's telephone no.: \_\_\_\_\_

\_\_\_\_\_

Student's e-mail: \_\_\_\_\_

Student's Gothic ID: \_\_\_\_\_

Rationale for the Independent Study: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

I. Title of Project: \_\_\_\_\_

II. Project description: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

III. Methodology and resources to be used: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

IV. Specific grading and assessment criteria: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

V. Specific learning outcomes and competencies to be addressed in the proposed project:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- VI. Estimated amount of time student will spend each week on the project: \_\_\_\_\_
- VII. Describe the anticipated student/faculty interactions, including the schedule and focus of the meetings.
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- VIII. Specify the timeline for completion of assignments and deadline date for completion of final project.
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- IX. Equipment needs: \_\_\_\_\_
- X. A Student Research Seminar is held in April of the academic year. Students approved to work on an independent study are expected to showcase their research/independent study project at this event.
- XI. Is this a study that involves human subjects? ☐ YES ☐ NO
- If YES, has the project been approved by the University's Institutional Review Board?
- ☐ YES (Attach documentation from IRB.) ☐ NO (Attach explanation.)
- XII. If appropriate, please provide proof of insurance and/or liability for equipment damage, theft, and/or personal injury.
- Is insurance required? If YES, attach proof. ☐ YES ☐ NO

Project proposed by	_____	_____
	(Signature of Student)	(Date)
Project reviewed and recommended by	_____	_____
	(Signature of Faculty Mentor)	(Date)
Proposal reviewed and recommended by	_____	_____
	(Signature of Department Chair)	(Date)

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**REVIEW AND DETERMINATION BY THE OFFICE OF THE DEAN**

- ☐ **Proposal is approved. Registration completed by \_\_\_\_\_ on \_\_\_\_\_.**
- ☐ **Proposal is approved with changes noted: \_\_\_\_\_**
- \_\_\_\_\_
- ☐ **Proposal returned to the department; decision pending additional information: \_\_\_\_\_**
- \_\_\_\_\_
- ☐ **Proposal is not approved.**

\_\_\_\_\_

**(Signature of Dean)**

\_\_\_\_\_

**(Date)**