



## **SCHOOL OF INTERNATIONAL SERVICE** **GRADUATE PROGRAMS**

### INDEPENDENT STUDY REGISTRATION INFORMATION

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#### **Course Numbers**

- SIS-590 Independent Reading
- SIS-690 Independent Study Project
- SIS-794 SRP with Coursework
- SIS-795 Substantial Research Paper (SRP)
- SIS-797 Master's Thesis

#### **Before Registration**

- Conduct preliminary research on potential topics. A research question, preliminary outline and bibliography must be approved by your faculty supervisor prior to registration.
- Network with faculty to determine their availability and relevance to the research topic. Some faculty members prefer to be consulted one semester prior to the semester you plan to register. You are responsible for finding a faculty supervisor.
- **ID, IER, IP, IPCR, and UFSP** students are required to follow field-specific SRP guidelines that are available from your academic advisor or division office.
- If you are planning to do research abroad, you will need to complete the Graduate Global Practicum (GGP). The GGP form is available in the Graduate Academic Advising Office or from our website (<http://www.american.edu/sis/advising-grad/graduateglobalpracticum.pdf>). Please consult your academic advisor for more information. Please consult your academic advisor for more information.

#### **Registration Procedures**

1. Complete **ALL REQUIRED SPACES** on the Independent Study Registration form.
2. Sign the form, have your faculty supervisor sign, and bring the form and required attachments (including the completed GGP if applicable) to your academic advisor. Your academic advisor will obtain the Department Chair/Dean signature and submit the form to the Registrar's Office.
3. Return the form to your academic advisor as soon as possible. Please note the deadlines listed on the Academic Calendar (<http://www.american.edu/provost/registrar/schedule/academic-calendar.cfm>). If the internship is the only course for which you plan to register in a semester, the deadline to register without a late fee is the Friday before the first day of classes.

#### **Important Information**

- An SRP is graded on an A/F scale. A student must receive a B or better to earn credit. A Thesis **MUST** be taken P/F. Independent study or reading projects may be taken P/F or A/F.
- Independent study courses may be registered across multiple semesters by dividing the credits. For example, a 3 credit SRP may be registered as 2 credits of SRP in the fall semester and 1 credit of SRP in the spring semester.
- Work is expected to be completed during the semester when the course is registered. An *In Progress* (IP) or *Incomplete* (I) grade may be assigned by the faculty supervisor if work is not completed in a timely manner.
- Students who register SIS 794 SRP with Coursework are required to complete all course requirements in addition to writing an SRP. Professors may allow the SRP to serve as the final course paper. The professor of the course must serve as the SRP faculty supervisor and the SRP and course must be thematically related. Please consult with your academic advisor for more information.

*See next page for additional registration requirements*



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**REQUIRED ATTACHMENTS**

- **Independent Study and Independent Reading Courses:** Attach a brief outline of your proposed study including a statement about the rationale and objectives of the study and your work plan.
- **Master's Thesis:** Attach your thesis proposal with the appropriate cover page signed by both members of your faculty thesis committee.
- **Substantial Research Paper:** Attach a brief statement of your research question(s) and a preliminary outline and bibliography.

**INDEPENDENT STUDY LOCATION.** If any part of your independent study will take you outside of the U.S., then you will also need to complete the Graduate Global Practicum (GGP). If you are traveling to a high risk destination, you will also be required to submit an acknowledgement of risk and evacuation plan. Your advisor must sign below confirming receipt for your internship to be processed.

GGP received: \_\_\_\_\_  
(*Academic Advisor signature*)

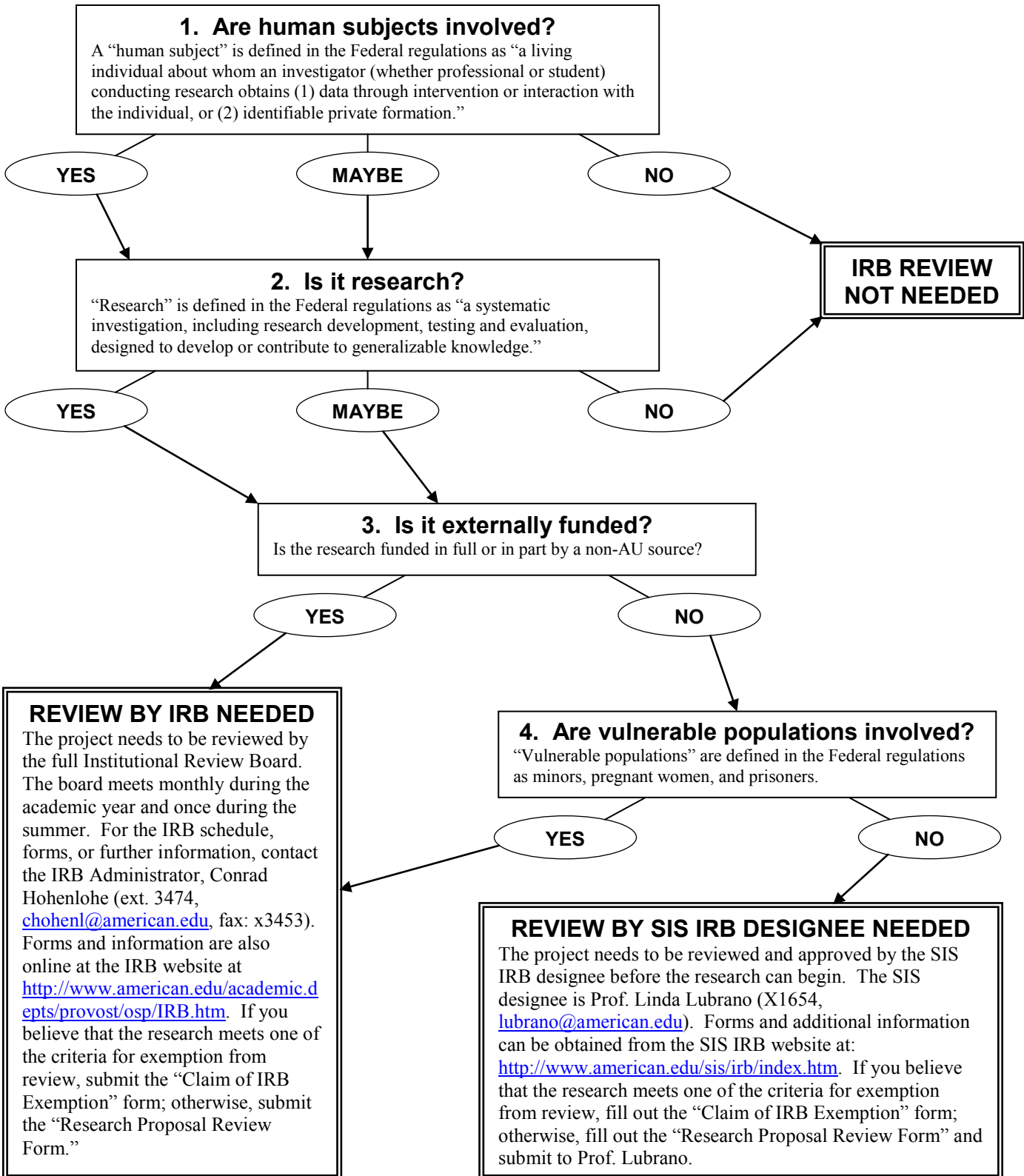
Date: \_\_\_\_\_

**HUMAN SUBJECT RESEARCH.** If any portion of your research involves human subjects as defined by AU's Institutional Review Board (IRB) for the Protection of Human Subjects, your research must receive prior approval by the IRB or its designee. To determine whether your research qualifies or to whom you should apply for review, please consult the following chart. For more info visit <http://www1.american.edu/academic.depts/provost/osp/IRB.htm>. The IRB designee for SIS is Prof. Linda Lubrano, [lubrano@american.edu](mailto:lubrano@american.edu), ph. 202-885-1654.

**ACADEMIC INTEGRITY.** Standards of academic conduct are set forth in the University's Academic Integrity Code. By registering for the independent study the student acknowledges their awareness of the Academic Integrity Code and is obligated to become familiar with their rights and responsibilities as defined by the Code. This includes understanding and recognizing plagiarism. Please see your faculty supervisor if you have any questions about the academic violations described in the Code in general or as they relate to particular requirements for this course. More information on academic integrity can be found at <http://www.american.edu/academics/integrity/index.htm>.

# Human Subjects Research at SIS

All research on human subjects, as defined below, must receive prior approval by AU's Institutional Review Board for the Protection of Human Subjects (IRB) or its designee. Research that might need review includes: survey research, interviews, questionnaires, focus groups, and observation projects. This chart helps to identify the steps needed to secure IRB approval.



Field:



AMERICAN UNIVERSITY  
WASHINGTON, D.C.

**INDEPENDENT STUDY REGISTRATION FORM**

Student \_\_\_\_\_ AU ID# \_\_\_\_\_  
(Last) (First)

Phone \_\_\_\_\_ e-mail \_\_\_\_\_@\_\_\_\_\_

Term:  Fall  Spring  Summer 2009

**Course Information:**

Course # \_\_\_\_\_ Credits  A-F  Pass/Fail

Faculty supervisor \_\_\_\_\_  
(Last) (First)

Project Title \_\_\_\_\_  
(30 characters or fewer)

Brief description of independent study project:

**Required Signatures:**

Academic Advisor \_\_\_\_\_ Date \_\_\_\_\_

Faculty supervisor \_\_\_\_\_ Date \_\_\_\_\_

Department Chair or Dean \_\_\_\_\_ Date \_\_\_\_\_

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

**INSTRUCTIONS TO STUDENTS**

Obtain all required approvals and submit this completed form to the Registrar's Office. You will receive confirmation by e-mail when your registration has been processed.