

## ▪ INDEPENDENT STUDY COURSE GUIDELINES ▪

The purpose of an Independent Study Course is to provide students with the opportunity to pursue, for academic credit, a particular area of special interest beyond the scope of current course offerings (JP Catholic University Catalog). The Independent Study Course material is not covered in any approved catalog course; up to nine (9) Independent Study credits may be granted towards graduation requirements.

The following information provides guidelines and information from the JP Catholic University Catalog to be used when developing an Independent Study Course.

An Independent Study Course:

- Is available to juniors, seniors, and graduate students.
- May not be used to satisfy a General Education requirement.
- Is permitted if at least one of three criteria, as described in the Catalog, is followed. The course must:
  - Supplement existing courses in the curriculum with deeper study in a subject area,
  - Delve into topics of special interest not currently covered by a regular course in the JP Catholic curriculum, or
  - Work on specific projects that are designed to extend the student's knowledge in a particular subject area.
- Is a three credit hour course, equivalent to:
  - 30 instructional hours per 10-week quarter (3 hours per week), and
  - 60 additional out-of-class hours per 10-week quarter (6 hours per week) preparing for class, studying, doing homework or research for *undergraduate* students, or 60 to 90 additional out-of-class hours per 10-week quarter (6 to 9 hours per week) preparing for class, studying, doing homework or research for *graduate* students.
- Occurs under the direction of an Independent Study Supervising Instructor (full-time or adjunct faculty member). A student wishing to do an Independent Study Course must contact the faculty member directly.
- Requires students to complete an Independent Study Proposal by:
  - Responding to prompts written in *italics*. Examples of responses are provided in parentheses.
  - Creating workload to be commensurate with other courses at the same level.
  - Seeking consultation with the Independent Study Supervising Instructor who approves the requirements to be completed including tests, term papers, etc.
  - Requesting approvals by the end of the first week of each quarter.
  - Collecting all required signatures.
- Requires students to complete an "Add" Form *after* receiving the Independent Study Supervising Instructor's approval of the Independent Study Proposal.

▪ INDEPENDENT STUDY COURSE OVERVIEW ▪

Please see *Independent Study Course Guidelines* for additional details.

**STUDENT INFORMATION**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Student ID: \_\_\_\_\_ Email: \_\_\_\_\_

Level:       Junior       Senior       Graduate

Major:       Communications Media       Business

Area of Emphasis:       Screenwriting       Producing       Production

Acting       Animation       Gaming       New Evangelization

1. **Independent Study Title:** \_\_\_\_\_

2. **Independent Study Supervising Instructor:** \_\_\_\_\_

3. **Quarter of Independent Study:** \_\_\_\_\_

4. **Criteria for Independent Study Courses.** Indicate which criteria will be fulfilled:

- Supplements existing courses in the curriculum with deeper study in a subject area,
- Delves into topics of special interest not currently covered by a regular course in the JP Catholic curriculum, or
- Work on specific projects that are designed to extend the student's knowledge in a particular subject area.

▪ **INDEPENDENT STUDY COURSE OVERVIEW** ▪

Please respond to the prompts written in *italics*. Examples may be provided.

**1. Overview of the Independent Study Course**

*In this Independent Study Course, I will:*

DESCRIBE THE PURPOSE AND PROVIDE A SUMMARY OF THE CONTENT OF THE COURSE.  
 HOW WILL THE COURSE FIT WITH YOUR PROGRAM OF STUDY?

**2. Independent Study Learning Outcomes and Deliverables**

*Complete the chart below and review with you Independent Study Instructor. Determine the types of deliverables to submit to the Instructor and due dates (examples include blog, excel spreadsheet, PowerPoint).*

*Include a **Final Presentation** that summarizes Internship Learning Outcomes, demonstrates the knowledge and skills learned, and provides learning reflections. The Final Presentation will occur during the last two weeks of the Quarter and be presented to the University Community.*

LEARNING OUTCOMES	DELIVERABLES	% VALUE	DUE DATE
<i>By the end of this Independent Study, I will have learned to... (List specific knowledge and/or skills you expect to gain)</i>	<i>List assignments that will demonstrate that you have achieved the Learning Outcomes.</i>		

**Method of Assignment Delivery.** *I will submit my reports via:*

- |                                   |  |                                       |
|-----------------------------------|--|---------------------------------------|
| <input type="checkbox"/> Drop Box | <input type="checkbox"/> Moodle                | <input type="checkbox"/> Powerpoint   |
| <input type="checkbox"/> Email    | <input type="checkbox"/> Social Media Platform | <input type="checkbox"/> Other: _____ |

**3. Course Text and Materials**

*List text, materials, equipment, and transportation needed to successfully complete the Independent Study Course.*

#### 4. Time Commitment and Log of Events

To earn three (3) of credit, a minimum of 90 hours is required for this Course.

PROVIDE A WEEKLY TIMELINE FOR THE 10 WEEKS OF STUDY AT APPROXIMATELY 9 HOURS PER WEEK. FOR EXAMPLE, A WEEK MIGHT INCLUDE 3 HOURS WATCHING ONLINE TUTORIALS, 2 HOURS READING COURSE MATERIALS, AND 4 HOURS WORKING ON ASSIGNMENTS. BE SURE TO INCLUDE IN THE SCHEDULE, MEETING DATES WITH THE INDEPENDENT STUDY INSTRUCTOR TO DISCUSS PROGRESS AND THE FINAL PRESENTATION.

WEEK	TIME COMMITMENT AND LOG OF EVENTS	SUPERVISOR MEETING DATES
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

#### 5. Late Consequences

I have identified late consequences with my Instructor:

(Student's Initial) I understand that each assignment's value will be lowered \_\_\_\_% for each week the assignment is late.

(Student's Initial) I understand that the final project must be submitted by the last day of the quarter to receive credit.

#### 6. Signatures

STUDENT: NAME	SIGNATURE	DATE
INDEPENDENT STUDY INSTRUCTOR: NAME	SIGNATURE	DATE
REGISTRAR: NAME	SIGNATURE	DATE
PROVOST: NAME	SIGNATURE	DATE

**Distribution.** A copy of this Independent Study Proposal will be distributed to the Instructor after all signatures have been received.