

**Application and Learning Agreement Form  
SCS/R/S/A 197: Independent Study**

\*Last revised 3-7-14

Name \_\_\_\_\_ Student ID \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

\_\_\_\_\_ E-mail \_\_\_\_\_

Total hours completed at Drake \_\_\_\_\_ Overall GPA \_\_\_\_\_

Total hours completed for **Major** \_\_\_\_\_ **Program** GPA \_\_\_\_\_

Semester/year Independent Study will be completed \_\_\_\_\_ How many credits? (1-3) \_\_\_\_\_\*

*\*One credit hour is constituted by a minimum of one hour of classroom or direct instruction and a minimum of two hours of out of class student work each week for a semester (or its equivalent). A 3-credit independent study or internship should require the equivalent of 9 hours of combined direct instruction and student work per week for the equivalent of a 15-week semester.*

Name of supervising faculty member: \_\_\_\_\_

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**Summary of Proposed Independent Study (to be completed by the student, in consultation with faculty supervisor)**

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

**2. Summary of Proposed Independent Study:** The purpose of an independent study is to allow a student to explore an area of study in greater depth than is possible in scheduled course offerings. **In a separate document, attach a summary that clearly explains: a) the theme of the independent study, including the major questions to be pursued, b) the proposed list of readings, if applicable; c) a proposed schedule of steps and assignments working toward the completion of the independent study.**

Date of Application \_\_\_\_\_

Signature of Student \_\_\_\_\_

**PART II: INDEPENDENT STUDY EVALUATION (to be completed by the supervising faculty member).**

**A. How will the independent study be evaluated? [papers, journal, assigned readings and discussion].**

**B. How will you allocate time to meet with the student? Specify the frequency and schedule of meetings.**

**C. What other internships and/or independent studies are you supervising this semester?**

**Signature of Supervising Faculty Member** \_\_\_\_\_

**Signature of Chair of Dept. Curriculum Committee** \_\_\_\_\_

**Signature of Culture & Society Dept. Chair** \_\_\_\_\_

# **Department for the Study of Culture and Society**

## **Independent Study: Application Instructions and Guidelines**

\*Last revised 3-7-14

The independent study provides an opportunity for a student to explore an area of study in greater depth than is possible in scheduled course offerings. While you will work closely with a faculty supervisor, the independent study requires a high degree of motivation and self-discipline. The design and planning of the independent study is an important part of the work required, and students should discuss the aims, readings, and written work to be completed with their faculty supervisor prior to completing the application.

### **A. Application Process**

1. Students who wish to enroll in SCSR/SCSS/SCSA 197 Independent Study, must meet the following criteria\*:

- a. Have completed 9 semester hours of program courses.
- b. Have an overall G.P.A. of 3.0+.

2. Before enrolling in an independent study course, students must

- a. Secure the consent of the department faculty member who will supervise the independent study.
- b. In collaboration with your supervising professor, develop a proposal that includes the following:
  - 1) an explanation of the theme or focus of the independent study, including major questions to be pursued,
  - 2) the proposed list of readings,
  - 3) a schedule of topics and assignments.
- c. Submit the application (via the supervising faculty member) to the department Curriculum Committee requesting permission for the independent study. If approved, the chair of the curriculum committee will forward the application to the department for approval.
- d. If the independent study is approved by the department, complete the forms (available from the Arts and Science Office and from the department) required to enroll in independent study.

3. A student may not enroll more than twice in an independent study course and may earn not more than a total of 6 semester hours of credit

4. Letter grades (A, B, C, D, or F) will be given.

5. Credit earned for independent study enrollments may be counted as part of the hours required for the student's major.

Note for Sociology or ANSO majors: *Normally, independent studies may not be used to fulfill the theory or methods intensive requirement.* In exceptional circumstances, the student may petition to use the independent study course to count for a theory or methods intensive requirement, by including a rationale for doing so in their application. The faculty supervisor should include an explanation of how the independent study will meet the learning goals as a substitute for the theory- or methods-intensive course. This substitution (for theory or methods intensive) should only happen in exceptional circumstances.

**\*An Independent Study that does not meet the criteria may only be approved by petition to the department.**