



## Independent Study (IS) Background

Office of the East Falls University Registrar Email: [TJU\\_EF\\_Registrar@jefferson.edu](mailto:TJU_EF_Registrar@jefferson.edu)

Students may earn credit through a one-on-one course supervised by a faculty member in which the student plays a significant part in determining the learning outcomes for the course. This independent study provides students a unique opportunity to work closely with a faculty mentor, while studying a subject of their own choice. This learning experience, however, **should not duplicate the content of an existing catalog course**. Only students who are prepared to devote considerable time and effort should undertake independent study. Planning of the scope and structure of this learning experience should begin in the semester preceding enrollment, not during the term of the independent study. **Additional requirements are detailed in the current catalog, and each College, School, and/or Program may have requirements beyond those imposed by the University.**

Before registering for the independent study, students must secure the written approval of a faculty member who has agreed to supervise the work. Approval of independent study can be expected if the faculty member has the time and the interest to supervise the student's work and if the supervisor and the student can agree in advance on a suitable subject for independent study. Faculty members may choose which applicants they wish to supervise. The decision will be determined by time available, by their professional interests and by their estimate of an applicant's prospects for doing suitable work. Students plan specific activities and goals with the help of the cooperating faculty member.

Requirements (*additional requirements may exist per College*)

- A student must have completed 15 credits in residence with a minimum grade point average of 2.50 prior to enrolling in independent study (undergraduate requirement only).
- Registration must be completed before the end of the (add/drop) period allowed for schedule changes.
- A student may select no more than one course by independent study during a single term.
- A maximum of four courses may be taken by independent study in a degree program.
- A student may not select more than two independent study courses under the sponsorship of the same faculty member.
- At the end of the term students will be required to submit a final deliverable and may be required to present their work to faculty and student representatives of the University.

In order to propose an independent study, the student should complete the following proposal form in collaboration with their faculty supervisor. Upon completion, they must receive approval for their plans from their academic advisor, Program Director, Dean and Manager of Academic Operations. The student is responsible for bringing this completed form to the Registrar for official enrollment purposes.

Faculty Supervisors or Program Directors, please refer to your college Assessment Advocate, Nexus Advocate, Research Advocate, the Director of the Center for Nexus Learning, or the Director of Assessment of Student Learning Outcomes for assistance in completing this form, if necessary.

## Independent Study (IS) Proposal Form

### Student Details

Name: \_\_\_\_\_ Student ID: \_\_\_\_\_  
Program: \_\_\_\_\_ Cum. GPA: \_\_\_\_\_  
E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

### Course Details

Semester: \_\_\_\_\_ College and School (if applicable): \_\_\_\_\_  
Independent Study Number: \_\_\_\_\_  
Course Credits: \_\_\_\_\_ Name of Proposed Independent Study: \_\_\_\_\_  
Faculty Supervisor: \_\_\_\_\_

### Detailed Course Description

Provide a 1 paragraph (approx.) description about the independent study including relevance to the major.

### Learning Outcomes

Consult with your faculty supervisor to create learning outcomes that align to your degree program. For program learning outcomes, refer to the Academic Catalog at: <http://www.eastfalls.jefferson.edu/catalog/UniversityAcadPolicyProcedures/UgradStudentAcademicPandP/index.html#LOAP>

The learning outcomes identify the most important aspects of what the student will learn. Articulate 3-5 outcomes of the specific knowledge, research, or ways of thinking, working and acting that the student will learn in the independent study. The objectives typically use specific and descriptive verbs (see Bloom's taxonomy, <https://teaching.uncc.edu/services-programs/teaching-guides/course-design/blooms-educational-objectives>) to indicate the level a student will learn a particular topic. Course objectives should be measurable and they should be assessed as part of the evaluation practices of the course.

<b>Independent Study Learning Outcomes</b> <i>By the end of the IS, I will be able to:</i>	<b>Program Learning Outcome associated with the Independent Study Learning Outcomes:</b>

**Learning Methods & Resources**

Clearly describe all of the methods and resources necessary to learn the proposed subject. These may include online resources, books, planned activities/experiences, assignments, projects, etc.

**Proposed Schedule**

Clearly describe your intended weekly working schedule dedicated to fulfilling the requirements of the IS throughout the academic term. Include a tentative schedule between you and your Faculty Advisor.

### Final Deliverable

Please describe the final deliverable that will demonstrate comprehension of the subject and successful completion of the IS. Provide detailed specifications on how this deliverable, through the learning methods and resources described above, addresses the stated outcomes for the IS.

### Redundancy

Is this independent study similar to any other course offered in the Academic Catalog? If so, please describe. Also, if a redundancy exists but there is valid reason for the course to be fulfilled as an IS, please explain.

If a course reflecting the topic or specific subject area is in the Academic Catalog, it may not be approved for an Independent Study. If the course is not offered during the academic term, consider registering for the course as a "Course by Appointment (CBA)." <http://www.eastfalls.jefferson.edu/registrar/cbcoursebyappointmentform2020fillable.pdf>

### Student Acknowledgement *(Initial Below)*

\_\_\_\_\_ I understand it is my responsibility participating in an Independent Study that all activities are to be independently scheduled and managed.

\_\_\_\_\_ I understand it is my responsibility to schedule routine appointments appropriate for the number of credits with my Faculty Supervisor to provide progress updates or seek aid during the academic term.

\_\_\_\_\_ I understand that I may be required to present the Final Deliverable of my Independent Study to my Faculty Supervisor, Academic Advisor, Program Director, University faculty and students as directed by the Faculty Supervisor or Program Director.

\_\_\_\_\_ I understand that my Final Deliverable will be collected and archived by the University and may be presented in University published materials.

### Faculty Supervisor Acknowledgement *(Initial Below)*

\_\_\_\_\_ I certify that the proposed schedule is sufficient to meet the needs of the IS, and that I am able and willing to meet with the student for the required contact hours.

\_\_\_\_\_ I certify that the learning materials and final deliverable are sufficient to meet the outcomes of the IS, and that the expectations and assessment of course work was discussed and agreed upon with the student

**Program Director Acknowledgement** *(Initial Below)*

\_\_\_\_\_ I certify that the Independent Study aligns with the learning outcomes of the program or otherwise enhances the curriculum and advances the knowledge of the student.

\_\_\_\_\_ I certify that the Faculty Supervisor’s contact hours with the student and the approximate workload and necessary working time of the student, fulfills the requirements of credits earned for the course, if successfully fulfilled.

**Signatures of Approval**

Student:	_____	Printed Name:	_____	Date:	_____
Faculty Supervisor:	_____	Printed Name:	_____	Date:	_____
Academic Advisor:	_____	Printed Name:	_____	Date:	_____
Dean or Program Director:	_____	Printed Name:	_____	Date:	_____
Assessment Advocate:	_____	Printed Name:	_____	Date:	_____
Mgr. Academic Ops:	_____	Printed Name:	_____	Date:	_____

**Deadline:** Approval and registration must be completed before the end of the (add/drop) period allowed for schedule changes. The Dean of the College/School in which the credit will be awarded must approve exceptions to this deadline.

**Copies required:** Students must provide completed copies of this form by the deadline to the (1) supervising faculty member, (2) academic advisor, (3) Dean of the School in which the credit will be awarded, and (4) Registrar’s Office. Students should also keep a completed copy for their own records.

PROCESSING: Send Completed Form to TJU\_EF\_Registrar@jefferson.edu or Thomas Jefferson University, Office of East Fall University Registrar, 4201 Henry Ave. Archer Hall, Philadelphia, PA 19144 Fax: 215-951-2742