

Independent Study at Pratt

Policies and Procedures

Purpose

The Independent Study provides opportunities for students to explore academic topics that are not covered in the established curriculum. An Independent Study is a for-credit course carried out under the supervision and mentorship of a faculty member.

Student Eligibility

Students should be matriculating juniors, seniors and graduate students and have a cumulative GPA of 3.0 to be eligible.

A student may take up to 6 credits of Independent Study towards their undergraduate or graduate degree, and may not take more than one Independent Study course during any one semester.

The Independent Study takes place outside of the students' scheduled class hours and outside of the supervising faculty's scheduled teaching load.

Requirements

1. The student must be eligible to do an Independent Study, show competence to engage in the research/creative work, and have the requisite preparation to do the work for the Independent Study.
2. A faculty member must agree to guide and supervise the Independent Study.
3. An Independent Study form must be filled out with all requisite documents attached. Independent Study forms are available in the Office of the Provost and in the Office of Academic Advisement. A copy can also be downloaded.
4. The Independent Study form must bear the signatures of all required parties. The attachments to the form must include:

- A *narrative description of the project*, along with a description of how the Independent Study connects to the rest of the student's curriculum and a justification for doing the Independent Study;
 - A description of the *final output and work products* by the student;
 - An *outline and schedule of meetings* with the faculty supervisor and a *timeline of the student's research and work*;
 - A *bibliography* and other relevant resources, if applicable;
 - *Outcomes and assessments* for the course agreed upon by student and faculty advisor.
5. The Independent Study must be taken for credit. The *number of credits* allotted for the Independent Study must be determined in consultation with the supervising faculty member and chair of the department hosting the Independent Study. The approved number of credits cannot be changed after the student has registered for the course. Three total hours of work per credit per week are expected on the part of the student. (For a 3-credit Independent Study, a total of 9 hours of work per week is required for the student.)
 6. The deadline for submitting a completed and approved Independent Study form and supporting documents to the Office of the Registrar is the last day of Add/Drop in a given semester.
 7. The Independent Study must be registered with the Office of the Registrar.

INDEPENDENT STUDY FORM

The Independent Study provides opportunities for students to explore academic topics that are not covered in the established curriculum. An Independent Study is a for-credit course carried out under the supervision and mentorship of a faculty member.

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THIS SECTION TO BE FILLED OUT BY UNDERGRADUATE OR GRADUATE ADVISOR

Name: _____ ID No: _____

GPA: _____ Student's Year: _____

Course No: _____ Semester/Year: _____

Credit Hours Requested: _____

No. of Independent Study Credits Taken to Date: _____

Which type of elective does the Independent Study satisfy? _____

Advisor Name and Signature: _____

THIS SECTION TO BE FILLED OUT BY STUDENT

Name: _____ Email or Phone: _____

Enrolled School: _____ Home Dept. and Program: _____

Faculty Supervisor Name: _____ Faculty Dept: _____

Project Title: _____ Semester/Year: _____

Description of Project

On a separate attachment, please provide a narrative description of the project. Please Include:

- A. General description of the project**
- B. Purpose and methodology**
- C. Relationship to established curriculum and justification for Independent Study**
- D. Timeline of your projected work + Types of works to be produced** (Paper, exhibition, portfolio etc.)
- E. Bibliography** (If applicable, work with your faculty mentor to generate a bibliography of works you are expected to read during the course of this Independent Study)

INDEPENDENT STUDY FORM

THIS SECTION TO BE FILLED OUT BY SUPERVISING FACULTY

Name: _____

Pratt Email: _____

Types & Number of Meetings with Student (lecture, critique, etc.): _____

Credit Hours Fulfilled by Independent Study: _____

Three total hours of work per credit per week are expected on the part of the student. (For a 3-credit Independent Study, a total of 9 hours of work per week is required for the student.)

Description of Outcomes and Assessment

On a separate attachment, please provide the following:

- A. Expected Outcomes** (Please provide at least three (3) anticipated learning outcomes for the student in this Independent Study)
- B. Assessment** (Please describe how you plan to assess the proposed project—critiques, exams etc. and provide any assessment instruments you plan to use including rubrics)

REQUIRED SIGNATURES (in this order):

_____	_____
STUDENT	DATE
_____	_____
FACULTY	DATE
_____	_____
CHAIRPERSON OF STUDENT'S DEPARTMENT	DATE
_____	_____
CHAIRPERSON OF DEPARTMENT PROVIDING THE INDEPENDENT STUDY (If different from above)	DATE
_____	_____
DEAN OF STUDENT'S SCHOOL	DATE
_____	_____
PROVOST'S OFFICE	DATE
_____	_____
REGISTRAR	DATE