

# Independent Study Application

## **Purpose:**

This application form is intended to provide guidance for the student in seeking an independent study by outlining the policies and procedures which regulate independent studies at Wisconsin Lutheran College. It is also intended to document the fact that all parties involved in the planning of an independent study understand their respective responsibilities and that by signing this form they agree to the terms described in the attached prospectus.

## **Prospectus:**

A student who seeks an independent study must prepare a prospectus which contains the following components: (This form is to serve as the cover page of the prospectus)

1. A title or topic and the department from which the independent study will be conducted and the number of credits which will be earned.
2. A general description of the purpose for which the independent study is being conducted. This might contain a brief description of the content to be learned, the skills to be mastered, or the readings and research to be conducted.
3. The learning outcomes which are expected. These may be stated as objectives or as statement of the specific knowledge or skills that will be developed.
4. A statement which reflects an agreement between the student and the supervising faculty member about how the objectives of the independent study will be assessed and how the final grade will be determined.
5. A timeline which indicates when the independent study will begin, when key milestones are reached, and when the final grade will be determined.

## **Faculty Member's Responsibility:**

Faculty are not compensated for supervising independent studies. In agreeing to supervise an independent study, faculty members obligate themselves to provide only such supervision and evaluation of the independent study as are necessary to ensure a quality learning experience.

## **Approval Process:**

Students must consult with a faculty member in the department from which an independent study is being sought. If a professor is willing to work with the student, it is then the student's responsibility to develop a prospectus according to the above outline. When the student has completed the prospectus and has the faculty member's signature on this form, then an appointment must be made the Academic Dean to explain the purpose of the independent study and to seek his signed approval. Before granting approval, the Academic Dean will consult with the faculty member and the Registrar. The student should supply the instructor with a copy of the prospectus.

Course # \_\_\_\_\_ Course Title\* \_\_\_\_\_  
(i.e. COM-499) \* should be limited to 36 characters, including spaces

Year \_\_\_\_\_ Semester \_\_\_\_\_ Credits \_\_\_\_\_

## **Approval Signatures:**

Student's Name: \_\_\_\_\_ Date \_\_\_\_\_

Student's Signature: \_\_\_\_\_

Faculty Member's Name \_\_\_\_\_ Date \_\_\_\_\_

Faculty Member's Signature: \_\_\_\_\_

Academic Dean's Signature \_\_\_\_\_ Date \_\_\_\_\_

Original form to Registrar. Copies to student, instructor, advisor, and academic dean.