



Proposal for Independent Study

Student and study information

Last name (print clearly): _____

First name (print clearly): _____

Term: _____

Title (60 characters maximum including spaces and special characters): _____

Requirements

The guidelines and eligibility requirements for enrollment in an Independent Study are found in the current College of the Atlantic Academic Handbook.

Attach the typed text of your proposal to this cover sheet, secure all approvals, and file with the Registrar's Office **by the end of the Add/Drop period** for that term.

A proposal for independent study is considered approved when all the approvals on this form are complete and the proposal narrative is filed with the Registrar's Office. A signed proposal constitutes an agreement between a student and a study director of work to be undertaken to earn one College of the Atlantic (COA) credit. The student and the study director may negotiate changes in this plan as the term progresses.

All proposals must document **150 academically engaged hours per credit**. Time logs must be kept and will be reviewed (at mid-term and at the termination of the project) by the project director. Academically engaged time includes such activities as: attendance at individual meetings with the director, completion of reading assignments, dialogue sessions, studio work, laboratory time, problem sets, library research, field log, and the synthesis of this scholarly work through short essays, problem sets, writing assignments, reading responses, and the creation of and/or reporting on a final project, research paper, creative work, or reportage of findings.

In form and content, a proposal consists of: purpose and goals for learning; methodology; bibliographic and other resources; timetable; background/current level of competence; anticipated level of competence at end of study; final product; criteria for evaluation (how new skill/knowledge will be measured); and documentation of academically engaged hours.

Approvals

Student Signature _____ Date: _____

Study Director* name and signature _____ Date: _____

Study Co-Director name and signature _____ Date: _____

Advisor name and signature _____ Date: _____

***If the Study Director is not a COA faculty member, lecturer, or teaching staff:**

1. Attach credentials/resume, including full mailing address, email address, and telephone number.
2. Obtain the approval of a faculty sponsor below, endorsing the qualifications of the non-COA Study Director and agreeing to provide a grade and narrative evaluation for the independent study if the director fails to do so.

Faculty Sponsor name and signature _____ Date: _____