

APPLICATION FOR: INDEPENDENT STUDY/INDEPENDENT RESEARCH

Date _____
 Student Number _____
 Name _____
 Email address _____@stolaf.edu
 Year in College: Soph ___ Jr ___ Sr ___
 Major(s) _____
 Concentration(s) _____

Term: Fall: ___ Int. ___ Spr. ___ Sum.I ___ Sum.II ___
 Academic Year _____
 Dept/Prog of IS/IR _____
 Supervisor of IS/IR _____
 Level II (298) _____ Level III (398) _____
Credit = 1.00

To Request WRI credit check WRI _____
 (Note: Must be **graded** to get WRI)
NO OTHER GE CREDITS CAN BE EARNED THROUGH IS/IR
 *Check one: ___ on-campus ___ off-campus
 ___ In'tl off-campus

Short Descriptive Title (22 spaces or fewer)
 to appear on transcript.

Major goals of this course: Reasons why this work should be done independently (see guidelines on back):	Previous Preparation for this Course (list specific courses taken) (see guideline 2 on back)
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Core resources/bibliography:	Outline of specific work to be done in IS/IR: How work will be supervised (frequency of meetings, etc.) and evaluated:
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SIGNATURES REQUIRED

Obtain the signatures in the order listed below. **YOUR SIGNATURE IS REQUIRED ON THE BACK OF THIS FORM.**

IS/IR Supervisor _____ Date: _____
 If WRI checked, do you agree to conduct IS/IR as a WRI experience? YES ___ NO ___

Department Chair/Interdis. Program Director _____ Date: _____

Advisor _____ Date: _____

Registrar _____ Date: _____

Kathy Tuma - Int'l & Off-Campus Study Office _____ Date: _____

(If doing International IS or IR)

In order to be registered for this Independent Study/Research you must turn this form into the Registrar's Office and have all required signatures. This form is due no later than the official last day to add a class for the semester you are taking the IS/IR

(over for directions and signature)
 Before turning this form in to the Registrar's Office, please

DIRECTIONS FOR COMPLETING APPLICATIONS FOR INDEPENDENT STUDY/RESEARCH:

On or before the deadline to add courses:

1. Complete all spaces on the front side of this application--leave no blanks. Be sure to enter the proper department level for the IS/IR (Level II-298, Level III-398). (See guideline #2 below).
2. When the signatures of the advisor, the on-campus supervisor and the department chair/program director have been obtained, submit the application to the Registrar's Office, Administration Bldg. If approved, copies will be sent to your P.O., the on-campus supervisor, and the department chair/program director.
3. A student will be registered by the Registrar's office for IS/IR only after the application has been approved. The Registrar's Office will add the course once this form has been submitted and approved. **If you are not registered by the end of the add period you will need to petition to add the course and, if approved, will be charged a handling fee of up to \$50.**

GUIDELINES

1. Independent Study/Independent Research is not a substitute for any regular course but a special kind of educational experience with special purposes different from those for which regular courses are designed.
2. The student must have some prior course work or other background learning relevant to the proposed independent project. To attempt IS (298) the student should have taken at least two prerequisite courses. Five prerequisite courses are required for an IR (398) course. First-year students may not take IS/IR courses.
3. Total work to be done shall be approximately that expected for a regular semester course. No proposal worth less or more than a full (1.00) course will be considered.
4. IS/IR does not fulfill a General Education Requirement (unless approved for WRI) or specific graduation requirement but often counts in the major. See department chairs for information whether the IS/IR applies to your major.
5. Receiving course credit for an independent project requires that the student have on-going contact on a scheduled, regular basis with the faculty supervisor.
6. Evaluation procedures shall be flexible and responsive to the nature of the project.
7. A student may take up to a total of three Independent Study courses, and two Independent Research courses in each field of adequate preparation.
8. Usually a faculty member cannot supervise more than two independent projects in a given term.
9. Independent work is a privilege to be extended only if those involved all agree that the student is prepared to benefit, that the proposal is well planned, and that the burden is not too great on the faculty supervisor. Departments may establish additional guidelines.

SIGNATURE REQUIRED BELOW:

I have read the requirements for Independent Study or Independent Research and understand and agree to the conditions and guidelines outlined on this form and other conditions pertaining to this application as stated in the catalog.

Student's Signature *Date*

Rev. Feb 2007

___ Graded ___ S/U

***Please choose a grading option after your supervisor has signed this form.**

