Alfred University

Dean's Office Use: \square Good Standing

Plan of Study for Undergraduate Independent Academic Work

1.	Type of St	udy (check		other	side fo	r Inde	epen	ident W	ork p	oolici	es and	regist	ratio	n proc	edure	s—							
	☐ Independent Study (NOT part of the regular curriculum) ☐ Individual Project in Art (ART 392-398)									 Regular Catalog Course Taken Independently (Part of the regular curriculum, but not offered this term) 													
2.	Student In	formation																					
IC	ID# Name (last, first, middle initial)														College/School								
3.	Term:	Year: 2	20	_ (Circ	le one)		Fal	II		Sp	ring			Summe	er								
4.	Course to A. Indepe		-		-	egula	ır cuı	rriculun	ո). T y	pical	ly 450,	but ca	an be	any le	vel if l	ower	leve	l nu	mber	rs are	e available		
	SUBJ	Course No.	Credit	Hours	instru	ctor ha	ve ag	s are varia reed you lelines on	will ea	arn bas	sed on th	ie natui	re and										
Т	itle of Study	(30 characte	rs or less	includin										nic trans	cript ex	cactly a	as writ	ten h	iere.				
	B. Individ	dual Projec	t in Art	(ART 3	92-398	l) Be s	sure	to snec	ifv th	e cor	rect co	urse r	numh	er									
		Course No.	•	•				•							t hours	that v	011 200	d tho	inctru	ictor k	121/0		
		39	agreed you will earn based on the nature and scope of the project and the workload invo																				
	guidelines on determining credit hour value)																						
	_	ar Catalog (he course nu			-		-	the Catalo	og.)														
	SUBJ (Course No.	Credit	Hours	Title:																		
Answei	r questions 5	5-8 fully on	a sepa	rate sh	eet of p	oaper	and	l attach.	. Youi	r ans	wers m	ust re	flect	a care	fully tl	nough	nt ou	t lea	rning	g pla	n and		
orovide	e enough de	tail to allow	v judgn	nents a	s to its	sound	dnes	s and v							•	Ū							
5. 6.	Give reaso Summarize			_	-				rning	oute	omas												
7.	Explain me								6	, out	.omes												
	a. If is th							-		•										• •			
		tory, surve ference wi	•		-			-			_					mour	nt of t	time	you	will	spend		
		is a plan fo					_		_	_	-					urse	to be	e off	ered				
	-	endently a	_		_				-												nat		
		normally l																					
8.	Statement	about the	metho	od of ev	/aluatii	ng the	e stu	ident's	work	(e.g.	, papei	(s), e	kams,	perfo	rmano	e, ex	hibit,	oth	er fo	rmal	work,		
9.	etc.) Signatures	to the Pla	ın/Appı	rovals (ΔII are	e reai	uired	4)															
_			,,,,,,,															Dr	+				
3	tudent																	Da	ite				
Ir	nstructor								Please	Print N	lame:							Da	ite				
А	cademic Adv	visor																Da	ite				
C	College/Schoo	ol Dean																Da	ite				

Other _

☐ 30 credits completed

Policies for Undergraduate Independent Academic Work

Independent Work is a serious learning activity with standards of accomplishment similar to those of traditional academic courses. Establishing the context of Independent Work and the terms and conditions under which it is to be carried out requires the active cooperation of a student and a faculty member willing to serve as the instructor/mentor.

Definitions:

Independent Study: (Courses numbered X50) (NOT part of the regular curriculum)

Definition: Academic inquiry into an area not covered in any established course, and carried on outside the usual

instructor/classroom setting.

Credit: Variable, 1 to 4 (1 to 3 in the Inamori School of Engineering)

Eligibility: Good Academic Standing.

Individual Project in Art (ART 392-398)

Definition: Project or media based independent study. Elective credit only; does not apply to sophomore, junior or senior

studio requirements for the BFA.

Credit: Variable 2 to 4

Eligibility: Junior or Senior BFA candidate in Good Academic Standing

Regular Course Taken Independently:

Definition: Courses offered in the baccalaureate curriculum (listed in the catalog) but completed outside of the usual classroom setting. (This option is available only when students do not have access to the scheduled classroom course within a reasonable time frame and when there is a compelling educational reason for this experience.)

Credit: as stipulated in the current AU catalog.

Eligibility: Good Academic Standing.

Credit Limits for Independent Work:

- No more than 4 credit hours of Independent Work may be taken in one term.
- No more than 16 credit hours of Independent Work, in any combination, may be counted towards completion of a baccalaureate degree.
- Any exceptions must be approved by the appropriate Division or Program Chair/Director and College/School Dean.

Guidelines for Determining Credit Hours when Credits are Variable:

The instructor will determine with the student the appropriate credit hours to be earned (within the allowed range) based on the *type* of study to be pursued and the *time* commitment, in lieu of classroom time, required for the student to meet the learning objectives. A sound approach is to translate the comparable hours of actual classroom time that would be required into independent study credit hours. Conference and research time are similar to classroom lecture time for this purpose (1 credit hour for each 1 hour of "classroom" time per week), while time spent on "practice" is similar to lab time (1 for 2). For example:

- A theory-only oriented study might involve a 3-hour per-week commitment for the student in conference time and research, and, in addition, about 6 hours per week of expected individual "study time." The recommended credit hours for registration would be three (3) credit hours.
- A theory/practice combination study to be divided into 1 hour of conference, 2 hours of research and two hours of "hands-on" practice per week, plus about 8 hours per week of expected individual study time, would be (4) credit hours
- A studio practice independent project or study would be expected to earn 1 credit hour for each 1½ to 2 hours per week of studio time.

The approximate division of the time commitment into the areas of conference vs. research vs. practice should be included in the Plan of Study. How the time is scheduled over the course of the term is worked out between instructor and student.

Procedures:

- Students should first identify a faculty member willing to supervise the independent work. If in doubt, consult the Division Chair/Program Director or Dean.
- The terms and conditions for Independent Work are set down in a formal Plan of Study which requires the written agreement of the student and the instructor. The Plan of Study must then be approved by the student's Academic Advisor, the Division Chair/Program Director (when applicable), and the Dean of the student's College/School.
- Plan of Study forms are available in the Student Service Center in Seidlin Hall. The student is responsible for writing out the Plan of Study, coordinating its completion, and seeing to it that copies are distributed.
- When the Plan of Study is completed and signed by all parties, the student must register by submitting the completed Plan Study to the Student Service Center in Seidlin Hall. (BannerWeb registration is *not* available for Independent Work.)