

# Alfred University

## Plan of Study for Graduate Independent Academic Work

To register for independent work: 1) Complete this Plan of Study and obtain all signatures. 2) Bring the original, signed document and the attached page answering questions 5-8 to the Student Service Center in Seidlin Hall for registration.

**1. Type of Study (check one)**

- Independent Study (NOT part of the regular curriculum)       Regular Catalog Course Taken Independently (Part of the regular curriculum, but not offered this term)

**2. Student Information**

ID#	Name (last, first, middle initial)	College/School
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**3. Term:** Year: 20\_\_\_\_ (Circle one)      Fall                  Spring                  Summer

**4. Course to Be Taken (Complete either A or B)**

**A. Independent Study (NOT part of the regular curriculum)**

SUBJ	Course No. (circle one) <b>550</b> <b>650</b>	Credit Hours	<b>Note:</b> Credit hours are variable from 1 to 3 or 4, depending on academic program. Enter the number of credit hours that you and the instructor have agreed you will earn based on the nature and scope of the study and the workload involved. (See other side for guidelines on determining credit hour value)
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Title of Study (30 characters or less including spaces). Please print neatly. Title will appear on official academic transcript exactly as written here.

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**B. Regular Course Taken Independently**  
(Use the course number, credit hours and title listed in the Catalog.)

SUBJ	Course No.	Credit Hours	Title:
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Answer questions 5-8 fully on a separate sheet of paper and attach. Your answers must reflect a carefully thought out learning plan and provide enough detail to allow judgments as to its soundness and viability.

**5. Give reasons for undertaking this independent work:**

**6. Briefly summarize your learning objectives and the expected learning outcomes:**

**7. Explain methodology, scope, and time commitment**

- a. If is this an Independent Study (a course numbered 550 or 650), describe the methodology (e.g., library, laboratory, survey, studio practice, museum research, etc.).  
 b. If this is a plan for a Regular Catalog Course Taken Independently, describe the need for the course to be offered independently and estimate the total amount of time you will spend in conference with the instructor, researching, etc. (Do not count what would normally be thought of as “study time”.)

**8. Statement about the method of evaluating the student’s work** (e.g., paper(s), exams, performance, exhibit, other formal work, etc.)

**9. Signatures to the Plan/Approvals (ALL are required)**

Student	Date
Instructor	Date
Graduate Program Director	Date

(See Other Side for Independent Work Policies and Registration Procedures)

# Policies for Graduate 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 550 or 650) (NOT part of the regular curriculum)

**Definition:** Academic inquiry into a particular area not covered in any established course, and carried on outside the usual instructor/classroom setting.

**Credit:** Variable, 1 to 3 or 4, depending on academic area

Regular Course Taken Independently:

**Definition:** Courses offered in a graduate 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 graduate catalog.

## 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 Graduate Program Director.
- 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 Graduate Program Director.
- 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.)