

Procedures for Creating and Registering for an Independent Study Course

After conversation with a student to determine the scope and focus of an independent study and the student's readiness for the experience, a professor can begin the process of creating the course so the student may register by accessing the forms online.

The professor begins the process by developing an "agreement" and giving it to the student (the "Guide to Faculty for Creating an Agreement" is attached).

The student should take the agreement to his/her academic advisor to confirm that credit for the course can be used in the student's course of study.

The professor should next fill out the "contract," which both professor and student must sign, and then submit it, with a copy of the agreement, to the college scheduler (the contract is attached).

The scheduler will create the course in OASIS, have the contract approved by the associate dean, date the completion line, and send the approved contract to the academic program specialist.

The academic program specialist will direct the contract to an appropriate advisor, who will enter a permit for registering and notify the student that he/she may register.

After this notification has been made, the advisor will inform the academic program specialist, who duplicate copies of the approved contract and send them to the student, the professor, and the college scheduler.

It will be the student's responsibility to register online and to pay by the deadline.

GUIDE to FACULTY for CREATING INDEPENDENT STUDY AGREEMENTS

Independent studies are individualized instructional experiences, which result, like classes in a grade and academic credit. Therefore, the independent study agreement must function like a course syllabus. It needs to indicate an experience with rigor and standards that warrants the amount of upper-level academic credit to be earned. Like a syllabus, it could be used after the fact in a challenge to the course outcome; therefore, it needs to be viewed as a contract from the onset, providing the clarity needed for all signers to feel comfortable that they share expectations. While the individualize instruction of an independent study can feel more casual and impromptu than a class, it must be planned with the consideration given to any other course. **The agreement, like a syllabus, should cover the information itemized below. The instructor should give the Agreement to the student and attach a copy to the signed contract form when submitting it.** A signed copy of the contract will be returned to the instructor and the student.

Prefix, Number, and Title

All independent studies should use an appropriate prefix and number (not one for a conventional course); they should, however, be titled in a way that clarifies the particular focus of study.

Instructor

Function of the independent study

How it is relevant to course of study for the major; whether it might be equivalent to a course in the USF catalog (with advisor approval).

Number of credits to be earned

Grade or pass/fail

Plan for meetings (hours of contact)

Anticipated schedule for hours of contact, included beginning and end date for conclusion of all assignments.

Expected Course Outcomes

The intended student learning outcomes of the experience

Material to be covered in the independent study

A detailed overview of the field of knowledge to be covered, skill sets to be developed, etc.

Reading list

The actual lists of titles, or a concrete explanation of course of readings related to the course.

Assignments

The kinds of assignments (projects, papers, presentations, tests) that students will fulfill to demonstrate knowledge and competency, and how those assignments will contribute to the final grade

Signatures

Student, Instructor, and Associate Dean

Submit the agreement with the signed contract to the staff scheduler (in CAS, Darryl Waddy, C237B).
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University of South Florida
Sarasota-Manatee

Independent Study Contract

STUDENT: Before pursuing an independent study,
confer with your ADVISOR to assure that credit can apply toward your degree.

INSTRUCTOR: Read "Guide to Faculty for Creating Independent Study Agreements";
develop an agreement appropriate for the planned independent study, and give it to the student.
If student wishes to proceed, fill out and sign contract and have student sign it also.
Then submit the contract and agreement to the staff scheduler (in CAS, Darryl Waddy, C237B).

Please Print Clearly and Attach INDEPENDENT STUDY AGREEMENT

(Name) _____ (USF ID) _____

(Address) _____ (Phone) _____

(Course Prefix & Number) _____ (Study Topic) _____

(Instructor) _____ (Semester & Year) _____ (Credits) _____

CRN (filled in by scheduler) _____

This course is to be completed by: _____
Date

1. _____
Student's Signature *Date*

2. _____
Instructor's Signature *Date*

3. _____
Associate Dean's Signature *Date*

COMPLETION DATES

College _____

Advisor _____