



Proposal for Courses Requiring Instructor Permission ( INLS 396 and 692H)	
<b>Submit completed form to:</b> The Undergraduate Student Service Coordinator, 107 Manning Hall	
<b>To:</b>	Director of Undergraduate Studies
Student Information	
<b>Name:</b>	
<b>PID:</b>	
<b>Degree (check one):</b>	<input type="checkbox"/> BSIS (JR) <input type="checkbox"/> BSIS (SR)
<b>E-mail:</b>	
<b>Faculty Advisor:</b>	
Course Registration Information	
<b>Course and section number:</b> _____ <b>* Credit Hours (if variable credit)</b> ____ <b>Semester:</b> _____ <i>*INLS 396 may be taken for 1-3 credit hours</i>	
Instructor Information	
<b>Instructor Name:</b>	_____
<b>Email Address:</b>	_____

Please attach a copy of your learning contract to this form (see instructions on third page) and return this form along with your learning contract to the instructor.

**Student:**

*I have read the requirements expected of the student, agree to undertake these responsibilities, and will abide by the Honor Code's responsibilities of students.*

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Student Signature

PID

Date

**Instructor:**

*I have read the requirements expected of the instructor, agree to undertake these responsibilities, and will abide by the Honor Code's responsibilities of faculty.*

**Proposal Received**  \_\_\_\_\_ **(please initial)**

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Instructor Signature

Date

*Note: Faculty members are restricted to a maximum of two (2) Undergraduate students per semester or summer session.*

This application for Independent Study has been reviewed. The proposal is:

- Approved As Is (student has permission to enroll)**
- Not approved (provide rationale)**

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Program Director Signature

Date

**For office use only**

<input type="checkbox"/> <b>Enrolled</b>	<b>Initial:</b>
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## THIRD PAGE- DO NOT PRINT.

### Instructions

Please complete the requirements for the learning contract as listed below. This document is required and must be approved by the instructor and undergraduate director before you can be registered for an independent study (396), or honors thesis (692H).

### Learning Contract

This form serves as a contract between the student and the instructor. Deviations from this contract should be documented to the extent possible by the student and the instructor. Undergraduate students are expected to devote at least three (3) hours of independent work per week for each unit of credit (e.g., 9 hours per week if 3 credit hours).

Please attach a document resembling a syllabus for the independent study to this form. This document must address the following:

1. Learning objectives for the independent study (typically 3 to 5).
2. How the independent study fits into the student's overall academic program and career goals.
3. Tentative list or scope of readings and/or materials.
4. Tentative set of deliverables (student's work to the instructor) and how deliverables map to learning objectives (how will each deliverable help the student realize one or more learning objectives). Note that this must include, at a minimum, one deliverable at midterm and one at the end of the semester. Additional deliverables are strongly encouraged. (Suggested deliverables include a work log, and an end-of-semester reflective essay.)
5. Tentative schedule of meetings between the student and instructor. (Weekly or bi-weekly meetings are recommended.)
6. Assessment criteria. (How will deliverables be evaluated and graded? What % of the final grade is each deliverable worth?)

The student should develop the initial draft of this syllabus. This initial draft should then be finalized in collaboration with the instructor.