



Proposal for Courses Requiring Instructor Permission (INLS 396, 696, 988, 992, and 994)	
To:	Associate Dean for Academic Affairs
Student Information	
Name:	Jay Q. Student
PID:	Click here to enter text.
Degree (check one):	<input type="checkbox"/> BSIS (JR) <input type="checkbox"/> BSIS (SR) <input checked="" type="checkbox"/> MSIS <input type="checkbox"/> MSLS <input type="checkbox"/> PhD
E-mail:	jqstudent@live.unc.edu
Faculty Advisor:	Tracy Q. Faculty
Course Registration Information	
Course and section number:	992* Credit Hours (if variable credit) <input checked="" type="checkbox"/>
Semester:	Spring 2017
<i>*INLS 396, 696, and 886 may be taken for 1-3 credit hours; INLS 988 for 1-6 credit hours</i>	
Instructor Information	
Instructor Name:	<u>Sandy Q. Faculty</u>
Email Address:	sqfaculty@email.unc.edu
<i>Note: Faculty members are restricted to supervising a maximum of two (2) Undergraduate students per semester or summer session.</i>	

Please include your learning contract with this form (see instructions on third page) and return this form to the instructor for his/her approval.

Learning Objectives:

Work with The Environmental App (TEA, a local tech company) to identify problems with the existing manual customer complaint tracking system and revise requirements
Design, implement, and test a new, web-based system

Materials and Methods:

User-centered analysis and design methods for identifying revised requirements. TEA employees responsible for customer relations will collaborate in analysis and prototype testing sessions. Where possible, existing web tools will be incorporated into the new system.

Deliverables:

January 15: Results of user interviews and existing system walkthrough, analysis of similar systems.

January 30: Requirements and specifications

February 15: Prototype and prototype testing results; revisions needed

February 30: System implementation

March 15: Final testing

April 9: Technical and user documentation, code; lessons learned (analysis of approach, assessment of process, stakeholder feedback)

Schedule for meetings with supervisor:

End of December: Kick-off meeting with supervisor and TEA representative

Early January

January 20

February 17

March 2

March 22

April 5: Demonstration and discussion including TEA representative

The project will be graded using the standard UNC grading system (H, P, L, etc.). Criteria used to evaluate the project include clarity of specifications and test plan, quality of development, degree to which requirements are satisfied, completeness of documentation and lessons learned, potential for use in the TEA suite.

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.

Student Signature

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.

Instructor Signature

Date

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

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

Program Director Signature

Date

For office use only

<input type="checkbox"/> Enrolled	Initial:
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INSTRUCTIONS ONLY - 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 before you can be registered for independent study (396 or 696), ILS research (988), master's paper (992) or dissertation hours (994).

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). Graduate students are expected to devote at least four (4) hours of independent work per week for each unit of credit (e.g., 12 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.