
Independent Study and Readings

POLICY

Independent Study and Independent Readings are courses which the student completes on an independent/tutorial basis with the guidance and under the supervision of a faculty member. Independent Study course numbers are HAS 399 (undergraduate), and HAS 590 (graduate), unless a program-specified course is offered. Readings course numbers are HAS 391 (undergraduate) and HAS 591 (graduate) unless a program-specified course is offered. These courses are elective in nature and may not be used as substitutes for required courses. Each requires a proposal completed well in advance of the semester or module in which the work will be done so that the student can register for the course on schedule. A proposal form for each follows this description.

For undergraduate students, an overall maximum of 6 independent study/readings credits is allowed. For graduate students, an overall maximum of 9 independent study/readings credits is allowed. The total number of credits taken in a period of one term (i.e. semester), or two modules, is determined by advisement and cannot exceed four.

PROCEDURE

The proposal is initiated by the student who completes the top portion of the proposal form. The body of the proposal/contract should be written by the student in consultation with the faculty sponsor. When it is complete, the student obtains the approvals (signatures) of the faculty sponsor, student advisor, and program director. If approved, the student should make an appointment to see the Assistant Dean for Academic and Student Affairs regarding formal registration for the course.

Exhibits:

Independent study proposal form (Exhibit A)

Independent readings proposal form (Exhibit B)

Independent study and readings proposal application guidelines (Exhibit C)

Guidelines for student's statement for independent study (Exhibit D)

Guidelines for student's statement for readings (Exhibit E)

Independent Study and Readings

SCHOOL OF HEALTH TECHNOLOGY AND MANAGEMENT
INDEPENDENT STUDY PROPOSAL (Exhibit A)

STUDENT

Last Name First Name I.D. Number Program

Title of Project _____

_____ Course # _____

Independent Study credits completed to date _____

Independent Study credits requested _____

Academic period for project _____ Deadline for completion _____

Human subject required? Yes No. If yes, attach copy of approval

I agree to complete this project under the specified conditions on or before the deadline date.

Student Signature Date

I have reviewed this project proposal and agree that it has academic value, that the student can be reasonably expected to complete the project in the available time frame, the nature and extent of the supervision is appropriate and the criteria to be used for the final evaluation are adequate.

Signature of Faculty Sponsor(s) Date

Signature of Student Advisor Date

Signature of Program Director Date

Approved: _____
Signature, Dean - SHTM Date

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SCHOOL OF HEALTH TECHNOLOGY AND MANAGEMENT
INDEPENDENT READINGS PROPOSAL (Exhibit B)

STUDENT

Last Name First Name I.D. Number Program

Topic of Readings _____

Course #

Total Readings in Health Technology and Management credits completed to date _____

Total Readings in Health Technology and Management credits requested _____

Academic period for project _____ Deadline for completion _____

I agree to complete this project under the specified conditions on or before the deadline date.

Student Signature Date

I have reviewed this project proposal and agree that it has academic value, that the student can be reasonably expected to complete the project in the available time frame, the nature and extent of the supervision is appropriate and the criteria to be used for the final evaluation are adequate.

Signature of Faculty Sponsor(s) Date

Signature of Student Advisor Date

Signature of Program Director Date

Approved: _____
Signature, Dean - SHTM Date

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SCHOOL OF HEALTH TECHNOLOGY AND MANAGEMENT INDEPENDENT STUDY AND READINGS GUIDELINES (Exhibit C)

1. The student is responsible for putting the proposal into an acceptable form and identifying (if necessary, with the help of the student's academic advisor), a faculty member who will supervise the project.
2. The faculty sponsor is responsible for reviewing the project, ascertaining that it is in the form required (see guidelines for student's statement); that the project is creditable; and that the student can be reasonably expected to complete the project in the available time frame. If there are any questions about needed resources, etc., these should be raised with the student, who is then responsible for getting such questions resolved.

It is the function of the faculty sponsor to judge the academic merits of the proposal, the appropriateness of the credit requested to it, and the degree to which all procedure requirements have been followed. Once the faculty sponsor approves the project as submitted, it then constitutes a contract between student and faculty, just as if the student had registered for an organized course.

Any significant modification of the project constitutes a new project and must be reviewed by the usual process.

3. A secondary faculty sponsor may be required in the judgment of the primary faculty-sponsor; the secondary sponsor is expected to make suggestions and criticisms; to read the final project (and interim reports as agreed to with the student); and to suggest a grade to the primary faculty sponsor involved. The secondary sponsor should "copy" the primary with any suggestions or evaluations he/she proffers.
4. The final proposal, signed by the sponsor(s), advisor, and program director, is then delivered by the student to the Assistant Dean for Academic and Student Affairs regarding formal registration for the course.

Grading

The primary faculty sponsor submits the final grade, after consultation with the secondary faculty sponsor, if one has been chosen. The grade should be based on the evaluation method established when the proposal was finalized. Only letter grades are given.

Credits

Forty-five hours/credit (including sponsoring faculty contact time) is required as a minimum per unit credit. Once approved, the number of credits may not change.

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INDEPENDENT STUDY GUIDELINES FOR STUDENT'S STATEMENT (Exhibit D)

The body of the proposal should be written by the student in consultation with the faculty sponsor. It may be any length that is appropriate to the content but should contain, as a minimum, the following:

1. A short explanation of the problem to be studied.
2. A statement of what the student plans to do. This should be as concrete as possible and should indicate the form of the final report. Examples of such outcomes might be as follows:
 - a. Summary (review of readings);
 - b. Critical review and synthesis of a body of literature;
 - c. Abstracts of series of research articles;
 - d. A project in which data are collected and analyzed;
 - e. Annotated Bibliography.
3. A list of the resources the student will consult. For almost all projects a bibliography is appropriate.

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READINGS IN HEALTH PROPOSAL GUIDELINES FOR STUDENT'S STATEMENT (Exhibit E)

Course requirements

1. The student will write a contract with the faculty sponsor, to include time commitment, meeting arrangements, amount of work to be completed, number of credits to be earned and method of evaluation.
2. The contract will also include a statement explaining how this course fits into the overall academic program and objectives of the student.

Contract should include a(n)

1. bibliography indicating minimum reading requirements
2. indication of maximum requirements
3. indication of time and frequency for faculty-student discussion meetings
4. indication of percentage of final grade determined by reading, discussion and annotated bibliography

Optional

1. The contract may include a summary of the readings. If, however, any written work goes beyond a summary of the readings (i.e., application of readings to analyze or interpret a situation), then the student must apply for independent study.