

## **Frequently Asked Questions about Independent Study**

### **I am interested in setting up an independent study, where do I start?**

If you have a topic or proposal in mind, the first step is to identify a fulltime faculty member with expertise in that field. Schedule an appointment with the professor to discuss your idea for the project and to determine whether the professor has time to supervise you and, if so, what his/her expectations are for the project.

### **How do I determine how many credits my independent study is worth?**

You and your supervising faculty member will determine the number of credit hours to be earned for the independent study, up to three credits. The number of hours and amount of work required by the independent study should be substantially equivalent to the requirements of a course offering of the same number of credit hours.

### **I've met with my faculty supervisor and agreed on the project and the number of credit hours, now what?**

Complete the Independent Study form on ASA's Blackboard site in the Forms section. You must complete all required sections, including a description of the proposal. Select your supervising professor from the drop down menu on the form and submit. Your supervising professor will receive a copy of the form and will reply to our office confirming approval of the independent study as described on the form.

### **Once the form is approved, how do I register?**

ASA will register you into the independent study once the Add Deadline passes. Please note that the registration process takes several weeks, so you will not see the independent study on your transcript until the second month of the quarter.

### **What is the deadline for submitting the independent study form?**

You have until the Add Deadline for upper-level courses to submit your independent study form. Late forms will only be accepted if the delay was unavoidable and with permission of the Assistant Dean for Academic and Student Affairs.

### **How many independent study credits can I earn?**

You may not earn more than 6 credits from independent study and no more than 3 credits can be earned in any one quarter without special permission from the Associate Dean of Academic Affairs.

**May an adjunct faculty member supervise my independent study?**

No. Only fulltime faculty may supervise the independent study. All eligible faculty supervisors are listed in the drop down menu on the Independent Study form.

**I've heard I can get credit for an internship or continued work at my co-op placement if I route it as an independent study. Is that true?**

Not exactly. In order to receive credit for the independent study, you must devise an academic project that is separate and distinct from what you are doing as part of your internship, such as a research paper that is inspired by something you encounter at the placement or that is a further academic exploration of some research you started at the placement. You may not earn credit simply for working at the placement. The independent study must culminate in a written paper, exercise or examination, on which your supervising professor will evaluate you. Your supervising professor may also incorporate into your evaluation feedback from your internship supervising attorney.