

LB 495 Independent Study Application Instructions

General Guidelines:

Students requesting ILA Independent Study credit must submit a detailed description of their proposed academic study, including its educational purpose, key learning objectives, the content materials they will use, the specific assignments related to their independent study, and the categories of evaluation that will be used to assess their progress. To support this, we ask that you create and submit an independent study syllabus along with this form, which should include the following elements:

- A detailed description of (your) topic of study. (Use one of your course syllabi as a guide.)
- A detailed description of the purpose & learning objectives of your independent study.
- A list of learning materials (e.g., readings, texts, media) appropriate to the topic of study.
- A detailed list of both work expectations and assignments/work to be completed.

Restrictions:

- Students wishing to enroll for LB 495 Internship Credit must complete and apply for LB Independent Study Credit before being approved for the semester in which the Independent Study is to take place.
- Retroactive independent study credit isn't allowed.
- No application for LB 495 will be approved after the first week of the semester you are hoping to take your independent study.
- Independent Study credit requires a faculty supervisor with a minimum academic faculty appointment at CSU.

Academic Expectations:

The work expectation for each credit taken must be equitable in expectation to that of any credit of academic work undertaken at CSU¹.

- Work equivalent to 50 minutes of weekly in-class activity for each credit hour taken.
- 2 additional hours of work outside of class time per week for every credit hour in class.

Upon Completion of your Independent Study:

- Your Faculty Advisor/Supervisor will (a) forward to the Director of the Interdisciplinary Liberal Arts a final grade² and (b) a summary of the work completed and the reasoning for the grade assigned³.
- Students forward to the Director of Interdisciplinary Liberal Arts a 2 to 3-page reflection report detailing what they have gained in the completion of this Independent Study. (to be submitted on canvas no later than Wednesday of finals week)

See the reverse side for a copy of the LB 495 Application Form.

¹ The work expectation identified here is that of a regular 15-week semester and follows the standard time expectation established by CSU Policy. If your Independent Study is to take place during the summer session or a reduced time in a regular semester, the weekly time expectations must be adjusted appropriately.

² For entering the final grade into Aries.

³ We ask that faculty do this so we can maintain a record of all work completed in Independent Study for the purpose of Academics Program Review and Academic Program Accreditation.

LB 495: Independent Study Request Form

Student: _____

Student CSU # _____

Faculty Supervisor: _____

of Credit Hours _____ Semester _____

As you prepare your Independent Study syllabus, be thorough in describing what you are doing, what you aim to achieve, and how you plan to reach those goals. At a minimum, your Independent Study syllabus must include the following:

1. Your topic of study.
2. The purpose & learning objectives of your independent study.⁴
3. The course materials (e.g., readings, texts, media) are appropriate to the topic of study
4. Specific course assignments & weekly effort expectation.
5. How your study is going to be evaluated (e.g., Instructor's Evaluative Criteria/Assignments⁵/Grading Weights)

Student Signature: _____ Date: _____

Faculty Approval: _____ Date: _____

Director's Approval: _____ Date: _____

⁴ Please be detailed and specific as you describe your purpose of study, what work you will be doing to satisfy your study, and how your faculty/instructor will be evaluating the work you do submit for course completion. Remember that the proposed study and work must represent an Interdisciplinary Liberal Arts experience, which means the scope of your study/project needs to transcend any single disciplinary perspective/purpose within the Liberal Arts tradition. Please refer to the LB 495 Independent Study Application Instructions on the frontside of this application.

⁵ As part of your Evaluative Criteria/Assignments in addition to the academic work you identify above, we ask that you also write a 2 to 3-page reflection report, detailing what you have gained in the completion of this Independent Study, which you will email to the ILA director as part of your successful complete of your independent study. This report is to be submitted no later than the Wednesday of finals week.