

**INDEPENDENT STUDY PROPOSAL**

Crse Code	_____
Department	_____
Crse No.	_____

Independent Study proposals must be approved by faculty, chairs, and the Associate Dean, *and the student must be fully registered in the course by the end of the second week of the quarter.* **In addition to getting the proposal approved, the student must obtain a course code from the faculty member's Department Office and turn in an add card to the Registrar's Office.** Independent Study is limited to 5 units/quarter. Please type or print.

NAME: \_\_\_\_\_ ID NO: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ MAJOR: \_\_\_\_\_

\_\_\_\_\_ UCI EMAIL: \_\_\_\_\_

CLASS LEVEL (please circle): FR    SO    JR    SR    QUARTER: \_\_\_\_\_    YEAR: \_\_\_\_\_

FACULTY SUPERVISOR: \_\_\_\_\_ DEPARTMENT: \_\_\_\_\_ UNITS: \_\_\_\_\_

*Is this course intended to replace a requirement? Is so, what?*

TOPIC: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

TEXTS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

PAPERS: \_\_\_\_\_

\_\_\_\_\_

EXAMS: \_\_\_\_\_

OBJECTIVES: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

SUPPORTING COURSE WORK TAKEN AT UCI: \_\_\_\_\_

\_\_\_\_\_

SIGNED: (1) STUDENT: \_\_\_\_\_ DATE: \_\_\_\_\_

(2) FACULTY: \_\_\_\_\_ DATE: \_\_\_\_\_

(3) UNDERGRAD DIRECTOR/CHAIR: \_\_\_\_\_ DATE: \_\_\_\_\_

(4) ASSOCIATE DEAN: \_\_\_\_\_ DATE: \_\_\_\_\_

**\*\* For detailed instructions, please see the reverse side\*\***

## **INDEPENDENT STUDY**

The independent-study option, available primarily to upper-division students, allows a student to create a course with an instructor. The plan for the course will include a reading list, a group of assignments, examinations, papers, or similar evidence of intellectual achievement on which academic credit will be based. A description of the course and its requirements must be approved by the student's faculty supervisor and by the supervisor's department chair. Independent study credit for any course numbered 197, 198, or 199 for undergraduates is limited to five (5) units per quarter.

In order to organize an independent study course, you need to do the following:

- (1) Find an instructor who will be willing to act as your faculty supervisor.
- (2) Create a course topic, a reading list, and course objectives for your independent study; decide with your faculty supervisor how your academic performance will be measured.
- (3) Fill out the Independent Study Proposal and obtain the signatures of your faculty supervisor and the Undergraduate Director of the Department Chair of your supervisor's department.
- (4) Get a course code from your supervisor's Department Office. You must have an add card signed by your faculty supervisor with this course code in order to be fully enrolled in an independent study course. Submit the card to the Registrar's Office.
- (5) Submit this Independent Study Proposal, complete with the signatures of your faculty supervisor and the Department Chair, to the Office of Undergraduate Study in HIB 143.

This process must be completed by the end of the second week of the quarter to meet the School of Humanities add/drop deadline.

## **INTERNSHIP CREDITS**

It is the policy of the School of Humanities that students normally not be allowed to earn credit for off-campus internships. Exceptions may be made under some circumstances, such as when the terms of an academically-appropriate internship absolutely require that credit be earned, OR when the internship is judged by a department or program to promote a student's academic goals.

A maximum of four (4) units toward graduation can be earned for internships. Keep in mind that the internship will not be counted towards the major AND the instructor will in all cases require a substantial academic product, such as a paper, as a part of the internship.

As with all independent studies, students earning credit for internships must obtain the appropriate signatures on an Independent Study Proposal form, and file it with the Office of Undergraduate Study in HIB 143.