

UNIVERSITY OF SOUTHERN MAINE
INDEPENDENT STUDY APPROVAL FORM
College of Arts, Humanities, and Social Sciences

Student Number

Date

Student Name (Last, First, Middle Initial)

Instructor Name

Student E-Mail Address

Student Telephone Number

Independent Study in English is an opportunity for students who have demonstrated competence in a specific area of study to work independently with a faculty member of the student's choice. Junior and senior students may elect independent study in their major for one to six (1-6) credits. Normally, no more than three (3) credits may be earned in a semester.

- The student submits an Independent Study application, which includes a detailed description of the proposed program of study.
 - Permission of the instructor and approval by the department chairperson/director are required.
 - The department-approved Independent Study form is forwarded to the CAHS Dean's Office for the Dean's signature.
 - The Dean's office forwards the signed approval form to the Registrar's Office, who registers the student in the course.
 - The instructor is compensated after the final grade has posted at the end of the semester.
 - The deadline for submitting approval forms is three (3) weeks after the first day of class.
- Approved Independent Study proposals submitted after the deadline will be posted for the next semester.

INDEPENDENT STUDY COURSE:

Department Course # Section Course Title Credits

Check One: _____ Fall Semester _____ Spring Semester _____ Summer Session

If summer, give dates: From _____ to _____

Fee (as applicable): _____

PROPOSAL:

Your proposal for an Independent Study project must address each of these five topics (to be typed on a separate sheet):

1. Learning Objectives: What will you learn to do, know, or understand as an outcome of this project?
2. Activities: What will you do? Be specific, indicating what you will observe, measure, perform, etc.
3. Resources: What will you need for the project? Include bibliography, people, agencies, budget and equipment.

4. Evaluation: What will you produce or perform which your faculty sponsor will evaluate for a final grade? How frequently will you confer with your faculty sponsor?
5. Preparedness: How can you verify your capacity to carry out this project? Include instruction, experience and ambition.

Applicable course(s) taken: _____

APPROVALS:

Signature of Faculty Member

Print Name of Faculty Member

Signature of Department Chair/Director

Print Name of Department Chair/Director

Signature of CAHS Dean

Print Name of Dean

The deadline for submitting the signed Approval Form to the Dean's Office is three (3) weeks after the first day of class.