Student Name: ______________________  Semester: _____

Muskie School of Public Service
Independent Study Approval Form

Please fill in the information below, continue answers on a second page as needed. Review and approval may take several weeks. The decision will be emailed to you at your maine.edu email address.

From the Muskie School website: http://usm.maine.edu/muskie/field-experience
An independent study is a self-directed learning experience designed to develop a student's ability to plan, organize, research and report as well as develop specific skills beyond the classroom activity. An independent study must be related to the student’s academic program and is approved and monitored by a program faculty member. Independent studies may take the form of either a readings or a special project.

Approval Form and Proposal

Once a faculty member has consented to work with the student on the independent project, the student must prepare a detailed and specific proposal following the outline of five topics listed below. Your proposal for an Independent Study Project must address each of these five topics.

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.)

When the proposal is completed, the Independent Study Approval Form should be filled out and attached to the proposal. These two items should be submitted to the instructor for approval. Once approved, the instructor will sign the form and send it to the Muskie School Student Affairs Office. You will be registered for an Independent Study. Please watch your maine.edu emails for any questions during this process.

Student Name: ____________________________  MaineStreet ID #: ______________

Muskie School Program: ______________  Semester Admitted:_______  Advisor: ______________

Request for:  Fall ___  Spring ___  Year _____  or Summer from ___ to ____  Year _____

Credit hours requested: _____  Faculty or Sponsor for project: __________________________

Please provide answers to the five topics on the following page. Increase to additional pages as needed.