

INDEPENDENT STUDY FOR DOCTORAL STUDENTS

An Independent Study of two or four semester hours of credit offers a valuable opportunity for the Doctor of Arts student to pursue in greater depth an issue or specific problem related to library management. The Study is not to be treated as a substitute for the topics covered in existing courses. Projects can be adapted to individual students' interests or the common goals of a small group of students working together. The results of the study should be summarized in a paper for the faculty sponsor and also presented orally (e.g. using Powerpoint) to the Doctor of Arts Committee.

Eligibility for Independent Study

No student can be considered for an Independent Study project unless he or she has completed the required courses. Because of the nature of Independent Study, the student must be prepared to make a much larger commitment of time than ordinarily might be necessary in class work, and his/her personal schedule should accommodate such a commitment.

Initiation of Independent Study Projects

A student initiates an Independent Study by conceptualizing an issue or problem appropriate to his /her background and experience. The next step is to discuss this with a faculty member in whose area of specialization the project seems to fall and who might be willing to serve as the project's official sponsor. Such conferences must occur no later than EIGHT WEEKS PRIOR to the beginning of the semester in which the Independent Study is contemplated. Students should understand that members of the faculty are entirely free to decline project sponsorship in any individual instance.

Preparation for Independent Study

If a faculty sponsor encourages the project, the student will develop a full statement of the dimensions of the investigation or examination, and the objectives to be reached on the attached form. This completed form should be presented to the faculty sponsor as a formal proposal, with a clear indication of title, number of semester hours of academic credit, student's name and complete local mailing address, and name of instructor. The proposal should be as brief as possible, and consistent with the need to provide adequate indication of the student's research methods and objectives. The Independent Study proposal must be submitted in final form to the faculty sponsor for approval not less than six weeks prior to the beginning of the semester in which the project is contemplated.

Approval

The approved proposal is signed by the faculty sponsor. The students deliver the completed form to the Dean for final approval. The faculty sponsor and the Dean must approve the proposal, which then becomes a part of the permanent record of the School, indicating the basis on which academic credit is being granted. Final approval by all parties must occur no later than 10 days prior to the beginning of the semester in which the student will register. (No subsequent change in objectives, scope, or method may be made without permission of the faculty member). The student delivers the completed and signed form with two copies to the Dean for the final approval. An approved copy will be sent to the student and the faculty sponsor; the original form will be retained in the student's file.

Conduct of Independent Study

It is the responsibility of the student to arrange, at the convenience of the faculty sponsor, such regular conferences as are necessary to keep the faculty sponsor continuously advised of the progress of the research. It is suggested that such conferences occur at frequent intervals throughout the semester until the project is completed.

Date Due

ALL INDEPENDENT STUDY PROJECTS INVOLVING WRITTEN WORK MUST BE COMPLETED IN FULL NOT LATER THAN ONE WEEK PRIOR TO THE END OF CLASSES IN THE SEMESTER OF ENROLLMENT. Request for extension beyond this point or a grade of "incomplete" for project work is not normally considered. The Independent Study paper, in its final form, must be in the hand of the faculty sponsor for grading no later than the above deadline. Preliminary drafts, therefore, must be submitted much earlier, so as to allow time for revisions by the student. The Doctor of Arts Coordinator will work with the student to arrange the time for the oral presentation which is not graded.

Academic Credit

A final grade for an Independent Study project is assigned by the faculty sponsor as for a regular course. In order to receive academic credit, a complete project must represent substantial accomplishment at a distinguished level of quality. A project may result in a published article or monograph. It is of particular importance that the procedures and specifications noted above be observed without exception before academic credit can be extended.

Publication

The student is normally at liberty to publish his/her own work without permission from the School. The courtesy of a footnote or introductory acknowledgement is, however, requested. The faculty sponsor, and other members of the faculty, are interested in actively encouraging the publication of completed Independent Study projects representing useful contributions to professional literature.