



SIMMONS GSLIS

DIRECTIONS FOR INDEPENDENT STUDY

Independent Study offers a valuable opportunity for the advanced student who has demonstrated ability for research in fields related to personal experience, interest, or objectives. Projects can be adapted to individual students' interests or the common goals of a small group of students working together. For example: Independent Study may include internships, group investigations on a topic of mutual interest, or directed research resulting in an essay.

Eligibility Requirements for Independent Study:

- Successful completion of twelve semester hours
- Minimum 3.0 gpa
- Ability to make the work and time commitment required of an independent study

Approval Process for Independent Study:

1. Eight weeks before Registration: Meet with a full-time faculty member who may be willing to be the project's official sponsor.
 - ⇒ After discussion with full-time faculty member, fill out an Independent Study form (attached). This statement will include the dimensions of the research involved, the methodology to be used, and the objectives to be reached in the stated project.
 - ⇒ Submit the completed form to full-time faculty member for signature; submit a copy of the completed form to the Director of Curriculum and Communications.
 - ⇒ Revise this proposal as needed for full-time faculty approval.
2. Four weeks before Registration: Independent Study proposals in final form must be submitted to the full-time faculty for signature of approval not less than four weeks prior to registration for the semester in which the project is contemplated.

Registration Process for Independent Study:

1. Student sends email to: consent@simmons.edu (with a cc to curriculum@simmons.edu) and copies to sponsoring full-time faculty member
 - a. Email Includes:
 - i. Student Name
 - ii. # of Credits
 - iii. Title of Project/Topic
 - iv. Term, ex: Fall 2006
 - v. Name of Sponsoring Faculty
2. Registrar will register you for the Independent Study based on above emailed information
3. Registrar emails a reply to student, with a copy to the faculty member and to curriculum@simmons.edu, to verify completed and provide section number

GSLIS INTERNAL PROCESS

4. Student completes project.
5. Student provides the final project to faculty instructor, with a copy (in print or on CD) to the Director of Curriculum and Communications.
6. Faculty member reviews work and submits an appropriate grade on AARC.
7. Faculty member returns a copy of project to student.

8. Director of Curriculum and Communications archives a copy of final project and original independent study form in "Independent Study Folder" by semester.

Conduct of Independent Study

It is the responsibility of the student to arrange, at the convenience of the instructor, for such regular conferences as are necessary to keep the instructor continuously advised of the progress of the research. It is suggested that such conferences occur at frequent intervals (at least once every three weeks) throughout the semester until the project is completed.

Date Due

- Projects involving **written work**:
 - Must be *completed in full no later than one week prior to the end of classes in the semester of enrollment.*
 - Preliminary drafts, therefore, must be submitted much earlier, so as to allow time for revisions by the student.
- All other types of project results, in its final form, must be in the hand of the full-time faculty sponsor for grading **no later than the above deadline.**
Request for extension beyond this point or a grade of "incomplete" for project work is not normally considered.

Academic Credit

- An Independent Study project will receive a final grade from the full-time faculty sponsor, similar to a regular course.
- To receive academic credit:
 - A complete project must represent substantial accomplishment at a distinguished level of quality.
 - Many such projects in the past have resulted in published articles or monographs, or have formed the basis for book.
 - 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 full-time 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. Please note: by signing the Independent Study form, you give permission to the School to archive it for accreditation purposes.

Any questions can be directed to gslisreg@simmons.edu.

PROPOSAL FORM FOR INDEPENDENT STUDY

Personal Information:

Student: _____

Student ID: _____

Address: _____

Telephone Numbers: 1: _____ 2: _____

Current GPA: _____ Number of Credits completed: _____

Proposal Information:

Course: LIS 500 _____ Section (you will receive this from registrar after you register): _____

Instructor: _____

Title of Project: _____

Term: _____ Year: _____

No. of Credits to be earned in this study: _____

Area of individual research: _____

Method to be followed in research: _____

Media, personnel, tools, etc. to be used in research: _____

Frequency for review of progress with instructor: _____

Form of final presentation: _____

Submit this form and one copy to the full-time faculty member for signatures. The student will deliver the signed original form to the Director of Curriculum and Communications. The student will keep the copy for their records.

Simmons College Human Subjects Guidelines.

Does this study involve Human Subjects? No___ Yes___

If yes, this study must be reviewed by the Simmons College Institutional Review Board. Attach approval of the Simmons College Institutional Review Board.

See Sponsored Programs Office link for more information:

<http://my.simmons.edu/services/gsp/index.shtml>

Signature of student*: _____ Date: _____

Signature of full-time faculty: _____ Date: _____

Date of approval Independent Study: _____

** Please note that by signing this form, you are giving permission to the School to archive your project for accreditation purposes.*