

**BRONX COMMUNITY COLLEGE
OF THE CITY UNIVERSITY OF NEW YORK
INDEPENDENT STUDY**

CONTEXT AND INSTRUCTIONS

PURPOSE OF COURSE:

An independent studies course may serve one or more of the following purposes:

- To provide an extra-classroom experience with an interdisciplinary approach.
- To provide an alternate learning experience that allows for innovation, problem solving, and the relating of theory to practice.
- To integrate life experience with educational experience.
- To involve students in projects that enable exploration and development of career interests as well as to expose students to a broader concept of community life.

INDEPENDENT STUDY COURSES AND DESCRIPTIONS:

IND 11, 12, 13, 14 Independent Study (1-4 credits)

For students who wish to academically explore a topic of particular interest that transcends existing course offerings. Students must apply for an independent study and receive all appropriate approvals, including from the faculty sponsor, department chairperson, and the Office of Academic Affairs. Students must demonstrate, through GPA or other qualifications, their ability to succeed in independent study. A maximum of six credits may be earned through IND coursework.

PROCEDURES FOR INTERESTED STUDENTS:

1. Consult with your advisor to confirm applicability of the independent study you are considering to your degree requirements and to review the potential tuition/fee charges for an independent study. Note that independent studies are billed at the same rate as regular courses.
2. Outline the course proposal that reflects your interest and what you hope to learn. (See the *Independent Study Application* on the last page of this document.)
3. Find a faculty member from the discipline of your study who is willing to sponsor your proposal. Your faculty sponsor may assist you in clarifying and organizing your project, but the task of writing the proposal is primarily yours.
4. Complete the *Independent Study Application* and secure signatures from your faculty sponsor and the sponsor's department chairperson. Complete the *Independent Study Agreement* (see the next page in this document). Both you and your faculty sponsor must sign this agreement. You then provide this completed documentation to Associate Dean Alexander Ott (Language Hall, room 11; alexander.ott@bcc.cuny.edu) for review and approval to register.*
5. At the start of the next semester, you pursue the course of study as outlined in your proposal and meet with your sponsor for consultation as indicated in your outline.
6. No later than the final day of the semester, your faculty sponsor will review the work completed and assign a final grade for the course. All academic grades, including an F, are possible, as are applicable administrative grades.

**NOTE: Should you require assistance in thinking through a proposal, do not know of a faculty member to approach, or have any additional questions, please contact Associate Dean Alexander Ott at alexander.ott@bcc.cuny.edu.*

INDEPENDENT STUDY AGREEMENT BETWEEN STUDENT AND FACULTY

Directions: Fill out the required information below. Both the student and faculty sponsor are to sign where prompted. Note that this agreement and the following application must be completed in full and filed in order to be considered for approval.

Independent Study Agreement:

This is to indicate that _____ has agreed to sponsor _____ on
(faculty name) *(student name)*

the project entitled _____ for the _____ semester.
(project name) *(Semester/Year)*

Independent Study Affirmation:

It is understood that the above-named student will be responsible for pursuing the activities as specified on the attached Independent Study Application. It is further understood that the student will arrange for a conference with the faculty sponsor at the midpoint of the semester to determine whether sufficient progress has been made to ensure completion of the project by the end of the semester.

Student Signature: _____ **Date:** _____

Faculty Signature: _____ **Date:** _____

INDEPENDENT STUDY APPLICATION

I. Student Information

Name: _____

Address: _____

Phone: _____ Email: _____

EMPLID: _____ Credits Completed: _____ GPA: _____

II. Project Information

Project Title: _____

Number of Credits: _____

Semester/Year: _____

Faculty Sponsor Name: _____

Faculty Sponsor Department/Discipline: _____

III. Proposal Outline and Final Evaluation

Note: Expectations for student learning through independent study are the same as for traditional courses. In fact, students should expect to spend more time on an independent study engaged in academic work outside the classroom than they do in a traditional course. Remember that in a traditional course, students are expected to spend a minimum of 30 hours per credit on academic work outside the classroom.

Objectives:*	Procedures:**
1.	1.
2.	2.
3.	3.

**State what skills, knowledge, insights, attitudes, etc., the student will gain because of the study. Use language such as: to analyze, to differentiate, to describe, to solve, to construct, to evaluate, to compare, to identify, to write, to tabulate, to determine.*

***State what activities the student plans to engage in so that they can reach their objectives. Use language such as: conduct a tour of, conduct a survey, meet with, read, consult.*

Method of Final Evaluation (e.g., paper, presentation, project): _____

IV. Required Signatures/Approvals

Faculty Sponsor: _____ Date: _____

Department Chair: _____ Date: _____

Academic Affairs: _____ Date: _____