

INDEPENDENT STUDY/INDEPENDENT RESEARCH APPLICATION

Student Number _____
 Name _____
 Email address _____@stolaf.edu
 Year in College: Soph ___ Jr ___ Sr ___
 Major(s) _____
 Concentration(s) _____
 Advisor _____
 *Check one: ___ on-campus ___ off-campus
 ___ Int'l off-campus (attached document)

Term: Fall: ___ Int. ___ Spr. ___ Summer I ___ Summer II ___
 Academic Year: _____
 Dept/Prog of IS/IR _____
 Supervisor of IS/IR _____
 Level II (298) _____ Level III (398) _____
Credit = 1.00

To apply for WRI credit check WRI ___ and provide a detailed written statement based on the guidelines & learning outcomes on the attached instruction sheet.
 (Note: Must be taken **graded** to receive WRI)
NO OTHER GE CREDITS CAN BE EARNED THROUGH IS/IR

Short Descriptive Title (22 spaces or fewer) to appear on transcript:

Complete all sections below (attach additional pages if needed):

Major goals of this courses: Reasons why this work should be done independently (see guidelines on back):	Previous Preparation for this Course (list specific courses taken) (see guideline 2 on back)
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Core resources/bibliography:	Outline of specific work to be done in IS/IR: How work will be supervised (frequency of meetings, etc.) and evaluated:
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Obtain the required signatures in the order listed below. **YOUR SIGNATURE IS REQUIRED ON THE BACK OF THIS FORM.**

IS/IR Supervisor _____ Date: _____
 If WRI checked above, do you agree to conduct IS/IR as a WRI experience? YES ___ NO ___ (See Attachment)

Department Chair/Interdis. Program Director _____ Date: _____

Advisor _____ Date: _____

Kathy Tuma - Int'l & Off-Campus Study Office _____ Date: _____
 (Signature needed if doing International IS or IR)

Required information if doing off-campus or Int'l Independent Study/Independent Research:

Location _____ Street address _____
 City, State/Country, Zip _____ Phone # _____

Registrar _____ Date: _____
 (Registrar's signature added upon final approval. Submit form to Registrar's Office after obtaining above signatures.)

(over for directions and signature)

In order to be registered for this Independent Study/Research you must obtain all required signatures and turn this form in to the Registrar's Office. This form is due no later than the official last day to add a class for the semester you are taking the IS/IR

DIRECTIONS FOR COMPLETING APPLICATIONS FOR INDEPENDENT STUDY/RESEARCH:

On or before the deadline to add courses:

1. Complete all spaces on the front side of this application--leave no blanks. Be sure to enter the proper department level for the IS/IR (Level II-298, Level III-398). (See guideline #2 below).
2. When the signatures of the advisor, the on-campus supervisor and the department chair/program director have been obtained, submit the application to the Registrar's Office, Administration Bldg. Make a copy for your own records before turning in this form.
3. **IMPORTANT: To receive WRI credit** the student must provide written information, based on the Guidelines and Learning Outcomes noted on the attached document. Detail how WRI credit will be achieved through this study/research on a separate page. Specific information about how your IS/IR will fulfill each of the student learning outcomes and guidelines for a course with WRI is also available at <http://www.stolaf.edu/committees/curriculum/ge/WRI.pdf> Please make sure to speak directly and with specific information and examples to each point.
4. A student will be registered by the Registrar's office for IS/IR only after the application has been approved. The Registrar's Office will add the course once this form has been submitted and approved. **If you are not registered by the end of the add period you will need to petition to add the course and, if approved, will be charged a handling fee of up to \$50.**

GUIDELINES

1. Independent Study/Independent Research is not a substitute for any regular course but a special kind of educational experience with special purposes different from those for which regular courses are designed.
2. The student must have some prior course work or other background learning relevant to the proposed independent project. To attempt IS (298) the student should have taken at least two prerequisite courses. Five prerequisite courses are required for an IR (398) course. First-year students may not take IS/IR courses.
3. Total work to be done shall be approximately that expected for a regular semester course. No proposal worth less or more than a full (1.00) course will be considered.
4. IS/IR does not fulfill a General Education Requirement (unless approved for WRI) or specific graduation requirement but often counts in the major. See department chairs for information whether the IS/IR will apply towards your major.
5. Receiving course credit for an independent project requires that the student have on-going contact on a scheduled, regular basis with the faculty supervisor.
6. Evaluation procedures shall be flexible and responsive to the nature of the project.
7. A student may take up to a total of three Independent Study courses, and two Independent Research courses in each field of adequate preparation.
8. Usually a faculty member cannot supervise more than two independent projects in a given term.
9. Independent work is a privilege to be extended only if those involved all agree that the student is prepared to benefit, that the proposal is well planned, and that the burden is not too great on the faculty supervisor. Departments may establish additional guidelines.

SIGNATURE REQUIRED BELOW:

I have read the requirements for Independent Study or Independent Research and understand and agree to the conditions and guidelines outlined on this form and other conditions pertaining to this application as stated in the catalog.

Student's Signature

Date

Graded ____ S/U ____

*Please choose a grading option **after** your supervisor has signed this form.

Rev. Apr.2012