

Binghamton University
College of Community and Public Affairs
Department of Social Work

INDEPENDENT STUDY COVER SHEET
SW 597

Name _____ Social Security # _____

Circle One: Fall 200____ Spring 200____ Summer 200____

Grading Option: Normal Satisfactory/Unsatisfactory

Number of Credits: _____ (Maximum of 3 credits) Cumulative Average (Min. 3.5) _____

Title of Independent Study: _____

Faculty Sponsor: _____

Adjunct Faculty: (if applicable) _____

Approval by Faculty Sponsor:

I have read the attached proposal and agree to act as faculty sponsor for this independent study.

(Faculty Sponsor's Signature/Date)

Approval by Faculty Advisor (when faculty sponsor is adjunct faculty):

I have read the attached proposal and support this independent study.

(SW Academic Advisor's Signature/Date)

Agreement by Student to Abide by the Proposal:

I have read the attached proposal including any editions or changes made by the Faculty Sponsor and/or my Faculty Advisor and agree to abide by it as written.

(Social Work Student's Signature/Date)

Approval by Department Chair:

I have read the attached proposal and support this independent study.

(Department Chair's Signature/Date)

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Guidelines for Independent Study
SW 597

I. Definition of Independent Study

An independent study is a learning experience that allows a student an opportunity for self-directed learning related to an area of academic and/or professional interest. The independent study will involve, in a broad sense, critical analysis and application or development of theories and concepts relating to the area of inquiry chosen by the student. Although the student may engage in creative projects or field research, such endeavors must be accompanied by the previously described academic approaches and written assignments.

II. Eligibility

To qualify for an independent study, a student must meet all of the following criteria:

1. The student must be matriculated in SW and must also have a minimum GPA of 3.5 at the time of the request.
2. The independent study must be related to the educational goals of the student and the student should have sufficient background to undertake the independent study and learn from the experience.

III. Policies and Procedures

1. To apply for an independent study, the student must submit a completed “Independent Study Cover Sheet” and an acceptable proposal to a faculty member who has experience related to the area in which the independent study will be undertaken.
2. Since the preparation of a proposal requires a great deal of thought and consideration, planning should begin well before the registration period for the semester in which the independent study will be undertaken. A student can register for an independent study only after the proposal has been approved by the faculty sponsor, academic advisor and SW department chair.
3. All graduate independent study proposals should be filed no later than the middle of the second week of class. Check with the Department office for exact dates. No proposals will be considered after the deadline for adding courses has passed.

4. A copy of the student's cover sheet and proposal must be placed in the student's academic file.
5. Independent studies are graded with either Normal grading option or Pass/Fail. The grading option is determined at the discretion of the faculty sponsor. The grading option cannot be changed after it is instituted without the approval of the faculty sponsor, advisor and Department Chair.
6. Independent studies can be taken for one to three credits. As a general guideline, a three-credit study will require written assignment(s) of at least 20 pages.
7. An independent study cannot be undertaken if a course is available or offered in the intended areas of study.

IV. Faculty Sponsor

1. The faculty sponsor must be a current faculty member of the Social Work Department. If the faculty sponsor is an adjunct faculty member, a current full-time faculty member must sign the IS proposal and read and grade the final product.
2. The faculty sponsor is responsible for supervising the independent study. The faculty sponsor must approve the independent study proposal, ensure that the proposal is implemented properly, and is responsible for submitting the final grade to the Registrar's Office.
3. The faculty sponsor will be available for regular contact with the student during the independent study.

V. Proposal

The independent study "Cover Sheet" must be accompanied by a typed proposal which addresses the following questions:

1. What are the learning objectives for the independent study specific to the student's educational goals statement and plan of study?
2. What is the student's academic/experiential preparation for undertaking the independent study?
3. What activities will be undertaken during this independent study and how will they be supervised?
4. What is the written component of the independent study? Written work may include creative projects, research, or field work accompanied by scholarly written assignments. As a general guideline, a minimum of 20 written pages will be submitted for three credit hours.

