



# Independent Study/Internship/Practicum Proposal

*(Please type or print.)*

NAME OF STUDENT: \_\_\_\_\_ ID#: \_\_\_\_\_  
 INDEP. STUDY ADVISOR: \_\_\_\_\_ SEMESTER: \_\_\_\_\_  
 E-MAIL: \_\_\_\_\_ PHONE: \_\_\_\_\_

Occasionally, an undergraduate or graduate student may wish to undertake a research or performance project for academic credit on an “independent study” basis. All projects are to be completed by the student working on an independent basis with occasional guidance from a faculty advisor.

Permission to undertake an independent study project is a privilege granted to students who have demonstrated their ability to work well on their own. The student wishing to undertake the project must complete this form in consultation with an advisor. Written approval of the proposal must be obtained from the faculty advisor of the project, and either the Dean of Academic Affairs (for undergraduates) or the Associate Dean of Graduate Studies (for graduate students).

- i. The description of the proposal should be developed in consultation with the faculty advisor.
- ii. Supporting materials (e.g. a bibliography) should be attached to this application.
- iii. A project normally results in a paper or performance by the student. The faculty advisor will sign the proposal, indicating approval. In addition, s/he should indicate what work or performance will be used to evaluate the student’s independent study project.

The Dean or Associate Dean will determine, based on the proposal, the number of credits to be received for the independent study project.

**Students on internships or international students doing Curricular Practical Training should use this form to register for ALC 290. Students pursuing CPT must be registered/approved through the International Student Office. All internships or Curricular Practical Training must have a designated supervisor in the host organization or business.**

Questions concerning independent study projects should be directed to the Assistant Dean of Academic Affairs (undergraduates) or the Associate Dean of Graduate Studies (graduates).

## DESCRIPTION OF INDEPENDENT STUDY, INTERNSHIP, OR PRACTICUM

1. *Description should be completed by the student in consultation with the faculty advisor and attached as additional pages.*
2. *Please include a bibliography or other supporting materials.*

### **This section is to be completed by the Faculty Advisor.**

What projects, performances, or papers will the student complete as a basis for evaluating this independent study project?

Credit hours: \_\_\_\_\_ cr.  
 Grading scale? (check one): letter grade [ ] pass/fail [ ]  
 Type (check one): independent study [ ] Internship/Practicum/CPT [ ]  
 Course: subject: \_\_\_\_\_ number (check one): 290 [ ] 490 [ ] 590 [ ]  
 Tuition: tuition charges apply (required for independent studies) [ ] tuition waived [ ]

Faculty Advisor’s Approval: \_\_\_\_\_

Department Chair’s Approval: \_\_\_\_\_

Dean of Academic Affairs (for Undergraduates): \_\_\_\_\_

Associate Dean of Graduate Studies (for Graduates): \_\_\_\_\_