FORMAT FOR INDEPENDENT STUDY
UNDERGRADUATE COURSEWORK
GPGN199/299/399/499 (BS)

Please use the following format to submit to the Department of Geophysics not later than the first week of the semester in which you wish to enroll in the course. Requests received after that time will automatically be deferred to the following term.

It is the student’s responsibility to confirm that this course is acceptable to his/her advisor for credit towards a degree.

Approvals and appropriate credit-hour assignment rest with the Department. The independent study proposal should demonstrate that the subject matter is not available as part of a course already offered, and that the level of work is equivalent to that of an actual course bearing the same number of credits.

Upon Department approval you will need to submit a Registrar’s independent study request form, with Departmental approval signatures, to the Registrar’s Office to create the course in which you will enroll. Do not forget that you will actually need to enroll in the course, once it is set up in Trailhead!
Date

Requested Semester of Enrollment:  Fall/Spring, Year

Proposed Number of Credits

The work you intend to do must equate to the work involved in an actual course with the number of credits you’re requesting. For example, if you’re requesting 3 credits, then consider a 3-credit course and the level and amount of work required.

Instructor of Record (Name of faculty member who will supervise the work)

I. Abstract/Summary of Work
   Should be approximately one-half to two-thirds of the page, single-spaced.

II. Evaluation Summary
   How will the course be evaluated, and what are the deliverables? Examples: Periodic assignments? Reports? Status meetings? One completed report at the end of the work? Publishable paper? Will any other faculty/individuals be involved in attending meetings and evaluating the work?

III. Budget, if any
   If you are doing an independent study project that will require explicit funding (beyond any current research assistantship to which you may currently be appointed, or faculty time/effort), please indicate that and the source of the funding here. If there’s nothing to report, this section should be left out of the proposal.

IV. Benefit to Student
   1. How will this independent study experience benefit/complement your degree program?
   2. Is there a regularly offered course at the School that presents this same material at a similar level described above?
   3. If the answer to the above question is ‘yes’, what is the reason for the independent study credit request?
   4. Is this independent study request related to, or an offshoot of, an internship? If so, what independent work will be done that takes this beyond an internship and qualifies it as an academic project for credit toward your degree?

V. Short list of references, if applicable

VI. Approval Signature Lines (GAC Chair will sign once approved by the GAC):

_________________________________  _________________________
Faculty Sponsor/Supervisor                  Department Head