



OUTLINE OF PLAN FOR UNDERGRADUATE INDEPENDENT STUDY - KIN 475

Student's Name: _____ ID Number: _____

Title: KIN 475: _____ Faculty Name: _____

Credit hours: _____ Year: _____ Semester: Fall Spring Summer I Summer II Summer full term

STATEMENT OF PURPOSE (Attach sheets if more space is needed. See guidelines below.)

Check this box if you are attaching sheets

CONTRACT/OUTLINE: METHODS, PROCEDURES, AND REQUIREMENTS FOR COMPLETION

(Attach sheets if more space is needed.)

Check this box if you are attaching sheets

APPROVALS:

Student _____ DATE _____

Supervising Faculty Member _____ DATE _____

Department Chair _____ DATE _____

(Original will be kept with the Undergrad Studies Coordinator. Copies will be maintained by supervising faculty, student, and in student file.)

GUIDELINES FOR UNDERGRADUATE INDEPENDENT STUDY (KIN 475)

Designed for upper-class students in Kinesiology who qualify as described below:

I. SUGGESTED PROCEDURES FOR STUDENTS:

- a. Conference with academic advisor or supervising faculty member: If a student is interested in developing an independent study, they should discuss the idea with their advisor *and/or* a faculty member who might supervise the proposed independent work. Students will often find consultation with their advisor helpful in identifying an appropriate faculty supervisor.
- b. Formulation of outline/contract: With instructor guidance, the student formulates an outline for the independent study (see form.) This outline acts as a contractual agreement between the student and supervising faculty member (much like a course syllabus) regarding the expectations for satisfactory completion of the course. Attention should be paid to the course credits for which the independent study is designed (see II. C below.) In some instances, the contract will be written by the faculty supervisor. When completed, copies will be maintained by the student and faculty supervisor, and the original will be kept in the Kinesiology Department files.

II. SUGGESTED GUIDELINES FOR ACADEMIC ADVISORS OR SUPERVISING FACULTY MEMBER REGARDING QUALIFICATIONS OF STUDENT FOR INDEPENDENT STUDY:

a. PURPOSE

i. The purpose

Independent Study (1-3ch.) Intensive work in area of special interest in Kinesiology. Available to qualified students on the recommendation of academic advisor or supervising faculty member. Prerequisite – demonstrated competency for independent work and permission of academic advisor or supervising faculty member.

b. GRADE POINT AVERAGE

- i. In general, 3.0 should give indication that the student is capable of independent work. However, it is to be recognized that there are some students whose grade point average might be below the 3.0 who also are capable of independent work.

c. NUMBER OF CREDITS

- i. In determining with the student the number of credits the independent study might carry, the following hours/week breakdown* can serve as a guide for the student's time:

1 credit.....	at least 3 hours/week
2 credits.....	at least 6 hours/week
3 credits.....	at least 9 hours/week

**Please note: Hours/week is based on a standard, full-term, 16 week semester. If your independent study will be a half-term (fall or spring) or a summer course, please adjust hours accordingly.*

d. DEADLINE FOR OUTLINE

- i. The proposal should be filed at the time the student and faculty member sign off on the independent study form.

- e. NOTE: Independent studies under KIN 475 can be counted in the student's electives. Consult the student's academic advisor or Director of Undergraduate Studies with concerns.

KIN 475 PROCEDURE:

1. Determine outline/contract with supervising faculty member.
2. Fill out form with supervising faculty member, sign, and date.
3. Email to the Undergraduate Studies Coordinator (USC).
4. Final approval will be sent to the Department Chair.
5. USC will create the course section and process the registration override for the student.
6. The original paperwork will be stored in the Kinesiology department files. Copies will be provided to the faculty supervisor and placed in the student's departmental folder.
 - a. Registering Late: If a student needs to register after the add/drop deadline, they will need to fill out a secondary form for the Registrar's Office, "Permission to Register for Independent Study", submitted after the independent study has been approved by the Department Chair.

Note: Questions can be directed to the Undergraduate Studies Coordinator or KIN 475 faculty supervisor.