

Independent Study Learning Contract

- Independent study courses can include research, fieldwork, and service learning projects, as well as individualized reading. Such projects may require additional approvals and paperwork (see below, Section IV).
- To be registered in an Independent Study course, students or faculty sponsors should fill out the [H&S Independent Study Registration Form](#).
 - *This form should be completed **no later than the first day of classes**.*
 - *The H&S Dean's office will use the information on this form to make sure the student is registered in the appropriate section.*
- The Learning Contract for all independent study projects undertaken for credit during the academic year or during the summer/winter terms, must be approved by the department in advance of the semester/term they are undertaken, or, if this is not possible, **no later than the end of Add/Drop**.
 - Add/Drop deadlines for summer and winter terms are set by the [Office of Extended Studies](#) (607-274-3143).
- After completing all required sections (including the faculty mentor evaluation), submit the application directly to the department chair's office. Some departments will accept electronic submissions, others request a hard copy. Check with the department.
- Questions regarding the form and/or application process should be directed to hsadmin@ithaca.edu.
- *Note on Eligibility:* Students undertaking an independent study must be in good standing at the College. In addition, students are expected to have discussed the independent study opportunity and developed learning goals in conjunction with their faculty mentor. Independent studies cannot mimic courses that are currently offered.

INDEPENDENT STUDY LEARNING CONTRACT

I. Student Information

Name: _____ Student ID #: _____ Email Address: _____

Local Phone/Cellphone #: _____ Mailing Address: _____

II. Registration Information

H&S Major, or School if not in H&S _____ Minor (include **only** if applicable to the project) _____

Expected Graduation Date: _____ Semester & Year of Independent Study: _____

Department of Independent Study: _____ Course # (e.g., ANTH 49500): _____ CRN (if available): _____

Short Title of Project: _____ # of credits: _____

III. Faculty Information

Name of Faculty Mentor _____

Faculty Mentor Department _____ Faculty Mentor Email _____

ADDITIONAL INFORMATION

If you are completing a service learning or community-based research project with a community or non-profit organization, please be sure to provide information about the organization and their community contact person.

If you are conducting research or projects off-campus and in/with community organizations, you must complete the Harassment and Discrimination Prevention Training provided through Ithaca College at <http://www.ithaca.edu/sacl/share/education/> (if you have not already done so) and provide a copy of that documentation to the H&S Dean's office (via email to hsadmin@ithaca.edu) when you submit the online Registration Form.

If you are conducting independent research involving living human beings (including anonymous surveys and interviews, as well as participant-observation), be sure to review the criteria for All-College Institutional Review Board (IRB) approval, and submit the required paperwork: <http://www.ithaca.edu/sponsored-research/irb/>. You should not begin your project until IRB approval, if required, has been received and documented. Dates for IRB review can be found here: <http://www.ithaca.edu/sponsored-research/irb/meeting/>.

If this is a service learning or community-based research project, please provide the following additional information:

Name of the Community/Non-Profit Organization:

If not a local organization, please provide the city, state:

Name of Contact Person at the organization:

Email & Phone Number for the Community Contact Person:

IV. Independent Study Project - Learning Contract

Effective independent study/research experiences require appropriate academic preparation, regular consultation with a faculty mentor, and a clear plan of action. This Learning Contract constitutes the syllabus for this individualized study option; answers should reflect thoughtful planning between the student and the faculty mentor.

If you are printing out this form, and any of your answers exceed 1000 characters (approx. 200-250 words), please attach an additional page that contains your answer in its entirety.

Describe the topic of the study or fieldwork/research project, and provide a brief discussion of how your academic program prepares you for this project (e.g., courses taken, co-curricular activities).

What are the learning outcomes of this individualized project (i.e., in addition to findings related to the topic, what specific skills or capacities do you expect to gain from this experience)?

*For **directed readings projects**, please provide a tentative reading list for the course.*

*For **research/fieldwork/service learning/creative inquiry projects**, please describe the way in which you will be conducting your study.*

V. Calculation of Time to be Spent on Independent Study & Related Activities

To calculate the amount of time you will spend on your independent study, please list below up to four types of activities you will be engaged in (e.g., reading, conducting research, meeting/collaborating with faculty mentor, completing journals, completing written assignments, etc.), and the total number of hours you expect to spend on these different activities. A semester includes 14 weeks of classes, plus 1 week for final examinations, so you can add up hours/week for each activity to get a total, and then total up all the activities for a final sum. Remember that 1 credit = 45 hours of work for independent study and research projects.

Activity 1		Total Hours:
Activity 2		Total Hours:
Activity	3	Total Hours:
Activity 4		Total Hours:
Total Hours Spent on Independent Study		

VI. Faculty Mentor Evaluation

Faculty mentors are responsible for providing a grade for the student's work on the independent study. Please list here the components of the project that will be evaluated for a grade, and the weight given to each component. (e.g. 25% short essays, 25% mid-term presentation, 50% final paper)

Once you have completed this Learning Contract, contact the department for guidance on the preferred submission process (either email attachment or hard copy). Some departments may ask that both student and faculty mentor sign this document. If that is the case, use the space below.

Signatures (if required by the department)

Note that your signature on this form confirms that you agree to the terms of the independent study/research project as described in this Learning Contract. Students should be aware that their departments and/or faculty mentors may require additional information beyond what is included on this form as part of the independent study/project approval process.

Student:

Faculty Mentor:

Department Approval and Date:

NOTE TO STUDENTS

The Dean's office will confirm with the department that you have a completed and approved application/proposal on file after Add/Drop has passed. Students without approved proposals may be dropped from the Independent Study course in which they have been registered.