



# SIMMONS GSLIS

## DIRECTIONS FOR INDEPENDENT STUDY

*INDEPENDENT STUDY OFFERS A VALUABLE OPPORTUNITY FOR THE ADVANCED STUDENT WHO HAS DEMONSTRATED ABILITY FOR RESEARCH IN FIELDS RELATED TO PERSONAL EXPERIENCE, INTEREST, OR OBJECTIVES. PROJECTS CAN BE ADAPTED TO INDIVIDUAL STUDENTS' INTERESTS OR THE COMMON GOALS OF A SMALL GROUP OF STUDENTS WORKING TOGETHER. FOR EXAMPLE: INDEPENDENT STUDY MAY INCLUDE INTERNSHIPS, GROUP INVESTIGATIONS ON A TOPIC OF MUTUAL INTEREST, OR DIRECTED RESEARCH RESULTING IN AN ESSAY.*

### ELIGIBILITY REQUIREMENTS FOR INDEPENDENT STUDY:

- *SUCCESSFUL COMPLETION OF NINE CREDITS*
- *MINIMUM 3.0 GPA*
- *ABILITY TO MAKE THE WORK AND TIME COMMITMENT REQUIRED OF AN INDEPENDENT STUDY*

### FACULTY APPROVAL:

*IN ORDER TO REGISTER FOR AN INDEPENDENT STUDY, YOU MUST HAVE PRIOR APPROVAL FROM THE SUPERVISING FACULTY MEMBER. GENERALLY, A FACULTY MEMBER SHOULD BE APPROACHED NO LATER THAN SIX WEEKS PRIOR TO THE REGISTRATION PERIOD. BASED ON THAT CONVERSATION, YOU MUST THEN FILL OUT AN INDEPENDENT STUDY FORM (ATTACHED). THIS STATEMENT INCLUDES THE DIMENSIONS OF THE RESEARCH INVOLVED, THE METHODOLOGY TO BE USED, AND THE OBJECTIVES TO BE REACHED IN THE STATED PROJECT.*

### PROCESS FOR INDEPENDENT STUDY:

- 1. COMPLETE THE FORM AND HAVE IT SIGNED BY SUPERVISING FACULTY MEMBER.*
- 2. SUBMIT TWO COPIES OF THE FORM TO GSLIS STUDENT SERVICES. ONE COPY OF THE FORM WILL BE PLACED IN YOUR FILE; THE SECOND COPY WILL BE SENT TO THE GSLIS DIRECTOR OF CURRICULUM AND COMMUNICATIONS FOR ACCREDITATION PURPOSES.*
- 3. THE ASSISTANT DEAN FOR STUDENT SERVICES WILL SEND AN EMAIL TO [CONSENT@SIMMONS.EDU](mailto:CONSENT@SIMMONS.EDU) (WITH CC'S TO [GSLISREG@SIMMONS.EDU](mailto:GSLISREG@SIMMONS.EDU) AND YOUR SUPERVISING FACULTY MEMBER). THIS EMAIL SHOULD INCLUDE: A) YOUR NAME, B) # OF CREDITS, C) TITLE OF PROJECT/TOPIC (NO MORE THAN 30 CHARACTERS), D) TERM (E.G. SPRING 2010, E) NAME OF SUPERVISING FACULTY MEMBER. **By sending this email, you will officially be registering for the course.***
- 4. YOU (AND ALL OTHERS CC'D ON THE ABOVE EMAIL) WILL RECEIVE A CONFIRMATION FROM THE REGISTRAR'S OFFICE ONCE YOU HAVE BEEN REGISTERED. THIS COURSE, INCLUDING THE TITLE OF THE PROJECT AND SUPERVISING FACULTY MEMBER, WILL THEN APPEAR IN AARC AS LIS-500 WITH A SECTION NUMBER ASSIGNED SPECIFICALLY TO YOU.*

**Please note:** Steps 2 and 3 above should be done at the same time. You do not need official approval from GSLIS prior to sending the email to [consent@simmons.edu](mailto:consent@simmons.edu). However, if upon submission of the form it is determined that you do not meet eligibility requirements, you will be directed to drop the class until such time that you are eligible.

#### UPON COMPLETION OF THE PROJECT

UPON COMPLETION OF THE INDEPENDENT STUDY, YOU WILL BE REQUIRED TO SUBMIT AN ELECTRONIC COPY OF YOUR FINAL PROJECT BOTH TO THE SUPERVISING FACULTY MEMBER AND TO THE DIRECTOR OF CURRICULUM AND COMMUNICATIONS (AT [GSLISREG@SIMMONS.EDU](mailto:GSLISREG@SIMMONS.EDU)). THE COPY THAT GOES TO THE FACULTY MEMBER WILL BE GRADED AND RETURNED TO YOU; THE COPY THAT GOES TO THE DIRECTOR OF CURRICULUM AND COMMUNICATIONS WILL BE KEPT ON FILE FOR THE ALA COMMITTEE OF ACCREDITATION. PLEASE NOTE: BY SIGNING THE INDEPENDENT STUDY FORM, YOU GIVE PERMISSION TO THE SCHOOL TO USE THE FINAL SUBMITTED WORK FOR ACCREDITATION PURPOSES IN WHATEVER WAY THE COMMITTEE ON ACCREDITATION REQUIRES.

#### CONDUCT OF INDEPENDENT STUDY

IT IS YOUR RESPONSIBILITY TO ARRANGE, AT THE CONVENIENCE OF THE INSTRUCTOR, SUCH REGULAR CONFERENCES AS ARE NECESSARY TO KEEP THE INSTRUCTOR CONTINUOUSLY ADVISED OF THE PROGRESS OF THE RESEARCH. IT IS SUGGESTED THAT SUCH CONFERENCES OCCUR AT FREQUENT INTERVALS (AT LEAST ONCE EVERY THREE WEEKS) THROUGHOUT THE SEMESTER UNTIL THE PROJECT IS COMPLETED.

#### DATE DUE

- PROJECTS INVOLVING **written work** MUST BE COMPLETED IN FULL NO LATER THAN ONE WEEK PRIOR TO THE END OF CLASSES IN THE SEMESTER OF ENROLLMENT. PRELIMINARY DRAFTS MUST THEREFORE BE SUBMITTED MUCH EARLIER, SO AS TO ALLOW TIME FOR REVISIONS BY THE STUDENT.
- ALL OTHER TYPES OF PROJECT RESULTS, IN FINAL FORM, MUST BE IN THE HAND OF THE FULL-TIME FACULTY SPONSOR FOR GRADING **no later than the above deadline**.

*Request for extension beyond this point or a grade of "incomplete" for project work is not normally considered.*

#### ACADEMIC CREDIT

- AN INDEPENDENT STUDY PROJECT WILL RECEIVE A FINAL GRADE FROM THE FULL-TIME FACULTY SPONSOR, SIMILAR TO A REGULAR COURSE.
- TO RECEIVE ACADEMIC CREDIT:
  - A COMPLETE PROJECT MUST REPRESENT SUBSTANTIAL ACCOMPLISHMENT AT A DISTINGUISHED LEVEL OF QUALITY.
  - MANY SUCH PROJECTS IN THE PAST HAVE RESULTED IN PUBLISHED ARTICLES OR MONOGRAPHS, OR HAVE FORMED THE BASIS FOR BOOK.
  - IT IS OF PARTICULAR IMPORTANCE THAT THE PROCEDURES AND SPECIFICATIONS NOTED ABOVE BE OBSERVED WITHOUT EXCEPTION BEFORE ACADEMIC CREDIT CAN BE EXTENDED.

#### PUBLICATION

THE STUDENT IS NORMALLY AT LIBERTY TO PUBLISH HIS/HER OWN WORK WITHOUT PERMISSION FROM THE SCHOOL. THE COURTESY OF A FOOTNOTE OR INTRODUCTORY ACKNOWLEDGEMENT IS, HOWEVER, REQUESTED. THE FULL-TIME FACULTY SPONSOR AND OTHER MEMBERS OF THE FACULTY, ARE INTERESTED IN ACTIVELY ENCOURAGING THE PUBLICATION OF COMPLETED INDEPENDENT STUDY PROJECTS REPRESENTING USEFUL CONTRIBUTIONS TO PROFESSIONAL LITERATURE. **Please**

**note: by signing the Independent Study form, you give permission to the School to use the final submitted work for accreditation in whatever way the Committee on Accreditation requires.**

*ANY QUESTIONS CAN BE DIRECTED TO [GSLISREG@SIMMONS.EDU](mailto:GSLISREG@SIMMONS.EDU).*

**PROPOSAL FORM FOR INDEPENDENT STUDY**

**Personal Information:**

STUDENT: \_\_\_\_\_

STUDENT ID: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

TELEPHONE NUMBERS: 1: \_\_\_\_\_ 2: \_\_\_\_\_

CURRENT GPA: \_\_\_\_\_ NUMBER OF CREDITS COMPLETED: \_\_\_\_\_

\_\_\_\_\_

**Proposal Information:**

COURSE: LIS 500 \_\_\_\_\_ SECTION (YOU WILL RECEIVE THIS FROM REGISTRAR AFTER YOU REGISTER): \_\_\_\_\_

INSTRUCTOR:

\_\_\_\_\_

TITLE \_\_\_\_\_ OF \_\_\_\_\_ PROJECT:

\_\_\_\_\_

TERM: \_\_\_\_\_ YEAR: \_\_\_\_\_

NO. OF CREDITS TO BE EARNED IN THIS STUDY: \_\_\_\_\_

AREA \_\_\_\_\_ OF \_\_\_\_\_ INDIVIDUAL \_\_\_\_\_ RESEARCH:

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

METHOD TO BE FOLLOWED IN RESEARCH: \_\_\_\_\_

\_\_\_\_\_

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MEDIA, PERSONNEL, TOOLS, ETC. TO BE USED IN RESEARCH: \_\_\_\_\_

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FREQUENCY FOR REVIEW OF PROGRESS WITH INSTRUCTOR: \_\_\_\_\_

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FORM OF FINAL PRESENTATION: \_\_\_\_\_

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ONCE THIS FORM HAS BEEN SIGNED BY THE SUPERVISING FACULTY MEMBER, SUBMIT TWO COPIES TO GSLIS STUDENT SERVICES NO LATER THAN THE FIRST DAY OF CLASSES. IT IS RECOMMENDED THAT YOU RETAIN A COPY FOR YOUR OWN RECORDS AS WELL.

**SIMMONS COLLEGE HUMAN SUBJECTS GUIDELINES.**

DOES THIS STUDY INVOLVE HUMAN SUBJECTS? No\_\_\_ Yes\_\_\_

IF YES, THIS STUDY MUST BE REVIEWED BY THE SIMMONS COLLEGE INSTITUTIONAL REVIEW BOARD. ATTACH APPROVAL OF THE SIMMONS COLLEGE INSTITUTIONAL REVIEW BOARD. SEE SPONSORED PROGRAMS OFFICE LINK FOR MORE INFORMATION:  
[HTTP://MY.SIMMONS.EDU/SERVICES/GSP/INDEX.SHTML](http://my.simmons.edu/services/gsp/index.shtml)

STUDENT SIGNATURE\*: \_\_\_\_\_ DATE: \_\_\_\_\_

FACULTY SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

DATE INDEPENDENT STUDY FORM RECEIVED IN GSLIS OFFICE: \_\_\_\_\_

\* Please note that by signing this form, you are giving permission to the School to archive your project for accreditation purposes.