

Department of Theatre

REQUEST FOR AN INDEPENDENT STUDY COURSE

Any student applying to register for an independent study course in Theatre must submit this form, signed by the appropriate persons, together with a copy of your student record, to the Chair of the Department.

STUDY PROPOSAL AGREEMENT: The student agrees to attach a detailed proposal or description of the research project, so that the request may be evaluated. The proposal includes the purpose or goals of the project, bibliography, research methodology, etc. [see guidelines next page]. The supervising faculty member must sign both the ISC and the detailed proposal.

GENERAL GUIDELINES:

1. ISC's are to be used for academic, scholarly purposes, not as a substitute for required courses.
2. Students may not receive independent study course credit for projects in theatre production.
3. Students must have completed 30 credits in a degree program and obtain written permission of the Department of Theatre.
4. Independent students cannot register for Independent Study Courses.
5. The supervising faculty member must be full-time.
6. A copy of the proposal and agreement, attached to this form, must be submitted to the Department office.
7. Normally students must complete the work within the regular academic guidelines of the term in which the ISC is taken, and the instructor must submit the grade in accordance with the same deadlines. Any exceptions must be noted on the detailed proposal.

I would like to request permission to register for:

SCEN 305 SCEN 405 PERC 405 PERC 415

Title of Project: _____

Year: 20__ 20__ Term: Fall Winter Summer

Credits completed: _____ Program: _____

Name: _____ ID Number: _____

Telephone: _____ Email: _____

I agree to register for the independent study course listed above as per the attached proposal and agreement:

Student Signature: _____ Date: _____

I agree to supervise this student for the independent study course listed above as per the attached proposal and agreement:

Supervisor [print] _____ Supervisor [sign] _____ Date: _____

The student must attach a 1-2 page [max] project description, using the following general headings:

Detailed Project Description

1. Title of Project

2. Brief Description

[elaborate here]

3. Learning Goals

[elaborate here]

4. Assignments/Due Dates/Meeting Times (as applicable),

- List of assignments, worth, & due dates. eg. Final paper worth 30%, due date
- etc

5. Method of evaluation (i.e., what constitutes an "A" or "B", etc.)

- To receive a mark in the "A-range", the student must.... [elaborate here]
- To receive a mark in the "B-range"...etc.
- Etc

6. Bibliography

INDEPENDENT STUDY POLICY:

Independent study courses (ISCs) are for students with a deep interest in an academic topic not found in regular course offerings. ISCs should be carried out at an advanced level of study with the student having completed at least 30 credits, with at least a B average. ISCs are not to be used to solve schedule conflicts.

Because the evaluating of ISCs is on a volunteer basis on the part of the faculty members, the granting of ISCs is limited by faculty availability as well as by the intrinsic merit of the proposal.

1. Permission to register for an ISC must be approved:

- a) By a full-time faculty member of the Department, who agrees to supervise and grade the course (without compensation) by signing the request form (that is, an ISC cannot be supervised by a part-time instructor), and
- b) By the department Chair.

2. The Course Proposal/Syllabus

A detailed course proposal (syllabus) must be submitted for all ISCs [see attached guidelines].

OTHER NOTES:

a) Students should be aware that some kinds of potential problems, under exceptional circumstances, can arise, and that there is little protection to be offered in such cases (e.g. Supervisor health problems).

b) The Department retains no record of the student's accomplishment other than the grade and a copy of the Request for the ISC form.

c) ISC grades are entered on students' transcripts. No further information is given on the transcript so that the content of the course is unknown to the reader.

d) ISCs are counted as part of the students' regular course loads and are subject to all academic and code of conduct regulations, some of which are noted here:

- Courses are to be designed to require of an average student a minimum of about 145 hours of work of all types, including planning sessions, meetings, research, tests, etc.
- All records pertinent to students' grades are retained for at least one year after the course is completed.
- Students may not receive payment for work done in connection to any course where they receive credit.