



Please detach and save this page for your records.

The purpose of an Independent Study Course is to provide students with the opportunity to pursue, for academic credit, a particular area of special interest beyond the scope of current course offerings (JPCatholic University Catalog). Up to nine (9) Independent Study credits may be granted towards graduation requirements.

Deadline: This packet must be submitted to the Registrar's Office by the last day of finals week prior to the quarter this study is to be completed; i.e. to do an independent study next quarter, this packet must be turned in by the last day of the current quarter. Packets missing information or signatures will not be processed.

Independent Study Checklist:

- Identify a topic.
- Approach a full-time faculty member to oversee the independent study.
- Work with the instructor to identify: learning outcomes, weekly meetings, assignments, resources, and grading criteria.
- Submit to the Registrar's Office after obtaining the instructor's signature.

Independent Study Guidelines from the Catalog:

- ▶ Is available to juniors, seniors, and graduate students who have at least a 3.5 GPA.
- ▶ May not be used to satisfy a General Education requirement.
- ▶ Is permitted if at least one of three criteria, as described in the Catalog, is followed:
 - Supplements existing courses in the curriculum with deeper study in a subject area,
 - Delves into topics of special interest not currently covered by a regular course in the JPCatholic curriculum, or
 - Includes work on specific projects that are designed to extend the student's knowledge in a particular subject area.
- ▶ Is a three credit hour course, equivalent to:
 - 30 instructional hours per 10-week quarter (3 hours per week), and
 - 60 additional out-of-class hours per 10-week quarter (6 hours per week) preparing for class, studying, doing homework or research for undergraduate students, or 60 to 90 additional out-of-class hours per 10-week quarter (6 to 9 hours per week) preparing for class, studying, doing homework or research for graduate students.
- ▶ Occurs under the direction of an Independent Study Supervising Instructor (usually a full-time faculty member). A student wishing to do an Independent Study Course must contact the faculty member directly.
- ▶ Requires students to complete an Independent Study Proposal and must:
 - Respond to prompts written in italics. Examples of responses are provided in parentheses.
 - Create a workload to be commensurate with other courses at the same level.
 - Seek consultation with the Independent Study Supervising Instructor who approves the requirements to be completed including, but not limited to textbooks, tests, term papers.
 - Obtain faculty approval and collect all required signatures.
 - Submit completed form to the Registrar's Office by the designated deadline.

GUIDELINES FOR LEARNING OUTCOMES

For section 2 of the course outline. Please detach and save this page for your records.

Questions to Develop Learning Outcomes

- ▶ How will you make connections between your classroom learning and outside experience?
- ▶ What new topics or subjects do you expect to learn about?
- ▶ What new skills do you hope to gain? What skills do you hope to improve?
- ▶ How do you plan to apply what you will learn?
- ▶ What do you think will be a challenge for you? What will be an area of strength for you?
- ▶ How will you develop your critical thinking and problem solving ability?

Internship & Independent Study Questions for Final Paper

Short Answer:

For Internships Only

- ▶ Name of Company/Individual with internship
- ▶ Your internship title
- ▶ Length of internship
- ▶ How did you secure this internship position?

For Independent Studies Only

- ▶ What was the purpose of the study?
- ▶ How did you design the study?

Short Answer:

- ▶ What were your learning outcomes?
- ▶ Why did you choose these learning outcomes?
- ▶ How did you report progress towards achieving your learning outcomes each week / over time?
- ▶ How did you measure progress towards achieving your learning outcomes each week / over time (Example log with details, artifacts etc.)?

Long Answer:

- ▶ What deliverables did you produce?
- ▶ How did the deliverables demonstrate you achieved your learning outcomes?
- ▶ Please include a few examples of your work (remove identifiable components as necessary)
- ▶ Describe challenges you faced and how you overcame them.
- ▶ What advice do you have for future students?
- ▶ How have the experiences and skills you've gained fit with and/or shaped future goals?
- ▶ How did this experience connect to your program and overall learning experience at JP Catholic?



INDEPENDENT STUDY OVERVIEW

STUDENT INFORMATION List major/program and emphasis as applicable

		STU	
Last	First	Student ID	
		20	
Major/Program	Emphasis	Quarter	Year

ACADEMIC LEVEL: Freshmen Sophomore Junior Senior Graduate

PREVIOUS INDEPENDENT STUDIES: None One Two

INDEPENDENT STUDY INFORMATION

1. **Independent Study Title:** _____
2. **Independent Study Supervising Instructor:** _____
3. **Indicate What Criteria for Independent Study Courses Will Be Fulfilled:**
 - Supplements existing courses in the curriculum with deeper study in a subject area,
 - Delves into topics of special interest not currently covered by a regular course in the JP Catholic curriculum, or
 - Work on specific projects that are designed to extend the student’s knowledge in a particular subject area.
4. **Credits:** An Independent Study is 3 credit units. In special circumstances, an independent study can be approved for a different number of units, provided the workload scales appropriate to JPCatholic’s credit hour policy. If not 3 units, please indicate credit hours here:

INDEPENDENT STUDY COURSE OUTLINE

Please respond to the prompts written in *italics*. Examples may be provided.

1. OVERVIEW OF THE INDEPENDENT STUDY COURSE

In this Independent Study Course, I will:

DESCRIBE THE PURPOSE AND PROVIDE A SUMMARY OF THE CONTENT OF THE COURSE. HOW WILL THE COURSE FIT WITH YOUR PROGRAM OF STUDY?

2. INDEPENDENT STUDY LEARNING OUTCOMES AND DELIVERABLES

Complete the chart below and review with you Independent Study Instructor. Determine the types of deliverables to submit to the Instructor and due dates (examples include blog, excel spreadsheet, PowerPoint).

*Include a **Final Paper** that summarizes the Learning Outcomes, demonstrates the knowledge and skills learned, and provides learning reflections. Turn in Final Paper to the instructor upon the last meeting.*

LEARNING OUTCOMES <i>By the end of this Independent Study, I will have learned to. . . (List specific knowledge and/or skills you expect to gain)</i>	DELIVERABLES <i>List assignments that will demonstrate that you have achieved the Learning Outcomes.</i>	% VALUE
Final Reflection Paper <i>See "Guidelines for Learning Outcomes" for prompts.</i>		

Method of Assignment Delivery. *I will submit my reports via:*

- | | | |
|-----------------------------------|--|---------------------------------------|
| <input type="checkbox"/> Drop Box | <input type="checkbox"/> Moodle | <input type="checkbox"/> In Person |
| <input type="checkbox"/> Email | <input type="checkbox"/> Social Media Platform | <input type="checkbox"/> Other: _____ |

3. COURSE TEXT AND MATERIALS

List text, materials, equipment, and transportation needed to successfully complete the Course.

4. TIME COMMITMENT AND WEEKLY OUTLINE

To earn three (3) credits, a minimum of 90 hours is required for this Course.

PROVIDE A WEEKLY TIMELINE FOR THE 10 WEEKS OF STUDY AT APPROXIMATELY 9 HOURS PER WEEK. FOR EXAMPLE, A WEEK MIGHT INCLUDE 3 HOURS WATCHING ONLINE TUTORIALS, 2 HOURS READING COURSE MATERIALS, AND 4 HOURS WORKING ON ASSIGNMENTS. BE SURE TO INCLUDE IN THE SCHEDULE, MEETING DATES WITH THE INDEPENDENT STUDY INSTRUCTOR TO DISCUSS PROGRESS AND THE FINAL PRESENTATION.

Time Commitment & Meeting Dates must be specified before submitting form.

week	Time Commitment & Weekly Outline	Meeting Date	Faculty Initials
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Last column is to be left blank, as the instructor will initial each line after each meeting takes place.

5. LATE CONSEQUENCES

I have identified late consequences with my instructor:

_____ (Student's Initial) I understand that each assignment's value will be lowered _____ % for each week the assignment is late. **If no percentage is listed, late assignments will default to 100% loss of value.**

_____ (Student's Initial) I understand that the all work, including the reflection paper and any final projects, must be submitted by the **last day of the quarter** to receive credit.

_____ (Student's Initial) I understand that failure to meet with my instructor on a regular basis may impact my grade up to and including failing the class.

6. SIGNATURES

Student: _____ date: ____ / ____ / ____

Instructor: _____ date: ____ / ____ / ____

Registrar: _____ date: ____ / ____ / ____

Distribution. This packet must be submitted to the registrar and supervising instructor.