



INDIVIDUAL STUDY PROPOSAL FORM

Please complete this form and obtain signatures of approval BEFORE registering. Return the form to your Academic Advisor in the Department of Environmental Science. This form is for department records and is used to assign a grade at the end of the semester. If your proposal is approved, your Academic Advisor will register you for Individual Study.

Student Name _____ Student ID # _____

Student Phone # _____ Student E-mail _____

Course Title	Course Number (check one)						
<i>Preceptorship</i>	191	291	391	491	591	691	791
<i>Directed Research</i>			392	492			
<i>Internship</i>	193	293	393	493	593	693	793
<i>Practicum</i>	194	294	394	494	594	694	794
<i>Workshop</i>			397	497			
<i>Senior Capstone/Honors Thesis</i>				498A&B or H			
<i>Independent Study</i>	199	299	399	499	599	699	799
<i>Research</i>							900
<i>Master's Report</i>							909
<i>Master's Thesis</i>							910
<i>Dissertation</i>							920

Number of Units _____ [the standard is 45 hours of course work for each unit of credit awarded.]

Semester _____ Year _____

Project Advisor _____

Project Title _____

Estimated hours per week Student will spend on project _____

Estimated Project Advisor/Student contact hours per week _____

Attach a description of the project, including anticipated product (see policy #5):

SIGNATURES:

Required:

STUDENT _____ DATE _____

PROJECT ADVISOR _____ DATE _____

Suggested:

DEGREE ADVISOR _____ DATE _____

DEPT. HEAD _____ DATE _____



Project Plan for Undergraduate Individual Studies

Learning Outcomes:

Exposure and experience in a research laboratory.

Understanding the link between theory and application in an environmental science lab.

Demonstrate the ability to follow a laboratory protocol in an environmental science lab.

Attend and participate in lab group meetings.

Critique a lab methodology and offer insights to improve it.

Create a lab methodology to measure a specific data point.

Analyze data points collected using statistical methods native to the lab.

Compare different methodologies for collecting a data point and choose the most valid method.

Critique peer-reviewed journals that are applicable to the methods collected in the lab.

Develop methodology based on theory.

Other (specify):

Other (specify):

EXPECTED READING:

EXPECTED LABWORK:

EXPECTED FIELDWORK:

EXPECTED MEETINGS:

EXPECTED WORKPRODUCTS:

CRITERIA FOR EVALUATION AND GRADING (Required):



Policies for Individual Study

Updated with policies & guidelines approved by Faculty Senate, 5/5/08; with link to Honors Guidelines, 5/19/09

1. **Determination of credit:** The University and Board of Regents require a minimum of 45 hours of course work for each unit of credit awarded.
2. **The number of credits of Individual Study** must lie within the approved credit range listed in the catalog course description.
3. **The content of an Individual Study course** must not significantly duplicate material offered in a regularly scheduled course in the department in the current semester; any exceptions must be approved by the college dean.
4. **Departments and programs must have an Individual Study proposal form** modeled on this approved template that is to be completed when the student enrolls in the course or at the beginning of the term.
5. **For an undergraduate Individual Study course**, the instructor or project advisor must provide either a course syllabus or a project plan detailing: (1) learning outcomes, (2) expected reading, or lab or field work, (3) expected meetings, (4) expected work products, and (5) criteria to be used for evaluation and grading.
 - a. **All proposal forms and project plans** must be signed by the instructor and the student and filed in the department or program office within a week after the term commences.
 - b. **At the end of the term**, or whenever the student completes the project, the instructor or project advisor must complete a record of the outcome that explains the grade submitted. The record of outcome form with the instructor's signature should be filed in the department or program office when the course grade is submitted.
6. **If students are paid in association with an Individual Study course**, academic credit can be awarded only for faculty-approved academic work as defined by department policy.
7. **If registration for an Individual Study course occurs after the twenty-first day** of the regular semester, after the first two days of Winter Session or Pre-session, or after the first week of a Summer Session, the department head (or designee) must sign the Change of Schedule form, in addition to the instructor.
8. **If a grade of Incomplete is awarded** for an **Individual Study** course at the end of the term, another Project Advisor must be identified who agrees to evaluate the student's work, should the original Project Advisor become unavailable.

Guidelines for Individual Study

1. The student should have a specific proposal or project in mind when requesting an Individual Study course.
2. **University Honors students** requesting Honors Individual Study and the faculty who agree to supervise them should consult the Guidelines for Honors Independent Studies (<http://www.honors.arizona.edu/HonorsAcademics/Policies/IndvStudies.htm>) as endorsed by the Undergraduate Council, 4/7/2009.
3. The enrollment fee for Individual Study credit is calculated at the same rate as for other credit courses.
4. Students should enroll within the first three weeks of the Fall and Spring Semesters or immediately after the beginning of Winter or Summer Sessions. Students must complete the required 45 hours of course work per credit unit before the last day of the term. The last day to register for Individual Study in Fall and Spring Semesters without incurring a late charge is the same as for all other courses; see <http://www.bursar.arizona.edu/students/fees/census> and http://www.bursar.arizona.edu/students/fees/late_charge.asp.