

Independent Study Application

Policy: Independent study must be taken Pass/No Pass. A 2.0 minimum GPA is required to be eligible for independent study. Your work will be invalidated if you do not meet this requirement. In order to enroll in Soc 197, 198, or 199, the applicant already must have completed 60 semester units. Soc. 197 must include a final paper, weekly seminars of at least 1.5 hours, and additional written or oral work.

Procedure: Students wishing to enroll in Sociology 98, 197, 198, or 199 must meet first with their prospective faculty supervisor (who must be a faculty member or lecturer in the Sociology Department) to discuss their plans for independent study. This application must be filled in completely and signed by the faculty sponsor before it is submitted to the Curriculum Assistant in 450 Barrows for final approval by the Department Chair. Once all approvals have been made, a course control number will be given to the student to enroll through Tele-BEARS or to put on their Add/Drop petition for official enrollment in the course.

NAME _____ Sociology 98 _____
197 _____
EMAIL _____ 198 _____
199 _____
TELEPHONE _____
ADDRESS _____ Number of UNITS _____
(Must be between 1-4 units)
MAJOR _____
PROJECT TITLE _____
PROJECT DESCRIPTION _____

NUMBER OF MEETINGS WITH SUPERVISOR _____
TYPE OF WRITTEN WORK YOU WILL BE EVALUATED ON _____

I agree to supervise this work under the description and conditions listed above.

Faculty Sponsor (PLEASE PRINT) Faculty Sponsor Signature

Curriculum Assistant Signature Date: _____

FOR DEPARTMENT USE ONLY:
APPROVED BY _____ Date: _____
Department Chair
COMMENTS _____

WORKSHEET
TO CALCULATE WORKLOAD AND RESULTANT UNIT VALUE

The standard of the campus's Committee on Courses of Instruction for determining unit value of a course, including an independent study course, is that 1 unit equals 3 hours of work per week or 45 hours over a 15-week semester. In a lecture course, part of that work happens in class. There is no work in class for an independent study course, but the standard remains the same. Thus, independent studies seldom are valued at more than two units.

The worksheet below is intended to aid you and the student in defining the project and determining its workload and unit value. Since independent studies can take many forms, the categories below are not intended to be either exhaustive or always appropriate. Please initial the form below to confirm your review of the project's scope.

<u>Task</u>	<u>Hours</u>	
Project design	_____	
Meetings with sponsor	_____	
Reading	_____	
Research	_____	
Writing:		
Drafts _____		
Final _____		
Total	_____	
Other: _____	_____	
TOTAL	_____	→ Unit Value _____
