

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. Sociology 197 must include a final paper, meetings with your professor, and additional written or oral work.

Procedure: Students wishing to enroll in Sociology 197, 198, or 199 must first meet with their prospective faculty supervisor (who must be a faculty member, not a lecturer, in the Sociology Department) to discuss their plans for independent study. This application must be filled out completely and signed by the faculty sponsor before it is submitted to the Enrollment Manager via email for final review by the Department Chair. If approved, a class number will be emailed to the student to enroll through Cal Central. Email Independent Study forms to rebeccaisme@berkeley.edu.

NAME _____

197 _____

EMAIL _____

198 _____

TELEPHONE _____

199 _____

SID NUMBER _____

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 _____
