

Psychology Department Independent Study Form

- Independent study courses can include research, fieldwork, and service learning projects, as well as individualized reading.
- To be registered in an Independent Study course, students - in consultation with their faculty sponsor - must complete the present **Psychology Department Independent Study Form** AND the [H&S Independent Study Registration Form](#).
- The Independent Study Form for all independent study projects undertaken for credit during the academic year must be approved by the department in advance of the semester/term they are undertaken, or, if this is not possible, **no later than the end of the Add/Drop period**.
- Students may also enroll in for-credit independent studies during winter and summer sessions. Please note that enrolling in these sessions requires additional tuition payment. Students must submit the completed form in advance of the published deadline, and no later than the Add/Drop deadline determined by Ithaca College.
- After completing ALL required sections below (including the faculty mentor evaluation), the student must print out the form and collect the required signatures.
- The completed form should then be submitted directly to Judy Smith in the Psychology Department Main Office in Williams 119.
- Questions regarding the form and/or application process should be directed to your faculty sponsor.
- *Note on Eligibility:* Students undertaking an independent study must be in good standing at the College. In addition, students are expected to have discussed the independent study opportunity and developed learning goals in conjunction with their faculty mentor. Independent studies cannot mimic courses that are currently offered.

Check List

Have you:

Met with your faculty sponsor to discuss the application and the process?

Filled out this Psychology Department Independent Study Form in full?

Filled out the H & S Independent Study Registration Form?

Completed the Harassment and Discrimination Prevention training (if necessary),
and attached the required documentation?
(<http://www.ithaca.edu/hs/students/experiential/internships/preventiontraining>)?

Completed the IRB process (if necessary) and attached the required documentation?

Obtained all required signatures?

Please retain this first page for your records!

INDEPENDENT STUDY FORM

I. Student Information

Name:

Student ID #:

Email Address:

Local Phone/Cellphone #:

Mailing Address:

II. Registration Information

H&S Major, or School if not in H&S

Minor (include **only** if applicable to the project)

Expected Graduation Date:

Semester & Year of Independent Study:

Department of Independent Study:

Course # (e.g, PSYC 35100):

CRN (if available):

Short Title of Project:

of credits:

III. Faculty Information

Name of Faculty Mentor

Faculty Mentor Department

Faculty Mentor Email

ADDITIONAL INFORMATION

If you are completing a service learning or community-based research project with a community or non-profit organization, please be sure to provide information about the organization and their community contact person.

If you are conducting research or projects off-campus and in/with community organizations, you must complete the Harassment and Discrimination Prevention Training provided through Ithaca College at <http://www.ithaca.edu/sacl/share/education/> (if you have not already done so) and attach a copy of that documentation to this form.

If you are conducting independent research involving living human beings (including anonymous surveys and interviews, as well as participant-observation), be sure to review the criteria for All-College Institutional Review Board (IRB) approval, and submit the required paperwork: <http://www.ithaca.edu/sponsored-research/irb/>. You should not begin your project until IRB approval, if required, has been received and documented. Dates for IRB review can be found here: <http://www.ithaca.edu/sponsored-research/irb/meeting/>.

If this is a service learning or community-based research project, please provide the following additional information:

Name of the Community/Non-Profit Organization:

If not a local organization, please provide the city, state:

Name of Contact Person at the organization:

Email & Phone Number for the Community Contact Person:

IV. Independent Study Form - Learning Contract

Effective independent study/research experiences require appropriate academic preparation, regular consultation with a faculty mentor, and a clear plan of action. This form constitutes the syllabus for this individualized study option; answers should reflect thoughtful planning between the student and the faculty mentor.

If you are printing out this form, and any of your answers exceed 1000 characters (approx. 200-250 words), please attach an additional page that contains your answer in its entirety.

Describe the topic of the study or fieldwork/research project, and provide a brief discussion of how your academic program prepares you for this project (e.g., courses taken, co-curricular activities).

What are the learning outcomes of this individualized project (i.e., in addition to findings related to the topic, what specific skills or capacities do you expect to gain from this experience)?

*For **directed readings projects**, please provide a brief tentative reading list for the course.*

*For **research/fieldwork/service learning/creative inquiry projects**, please describe the way in which you will be conducting your study.*

V. Calculation of Time to be Spent on Independent Study & Related Activities

To calculate the amount of time you will spend on your independent study, please list below up to four types of activities you will be engaged in (e.g., reading, conducting research, meeting/collaborating with faculty mentor, completing journals, completing written assignments, etc.), and the total number of hours you expect to spend on these different activities. A semester includes 14 weeks of classes, plus 1 week for final examinations, so you can add up hours/week for each activity to get a total, and then total up all the activities for a final sum. Remember that 1 credit = 45 hours of work for independent study and research projects.

Activity 1 Total Hours:

Activity 2 Total Hours:

Activity 3 Total Hours:

Activity 4 Total Hours:

Total Hours Spent on
Independent Study

VI. Faculty Mentor Evaluation

Faculty mentors are responsible for providing a grade for the student's work on the independent study. Please list here the components of the project that will be evaluated for a grade, and the weight given to each component. (e.g. 25% short essays, 25% mid-term presentation, 50% final paper)

Once you have completed this form, contact your faculty mentor for further guidance on the submission process.

Signatures

Note that your signature on this form confirms that you agree to the terms of the independent study/research project as described. Students should be aware that their departments and/or faculty mentors may require additional information beyond what is included on this form as part of the independent study/project approval process.

Student:

Faculty Mentor:

Department Approval and Date:
