

UNC PUBLIC POLICY

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Proposal for Directed Independent Study

Purpose: Directed Independent Study is designed to offer advanced students the opportunity to pursue, for credit, a specialized topic of interest not currently taught through a regularly offered course. Students seeking to complete an independent study with a faculty member need to prepare a syllabus (a “learning contract”) for their independent study in consultation with the proposed instructor. Please note that you must find a faculty member (not a graduate student instructor) who is willing to be your adviser for the project. For additional policies concerning independent studies, see [UPM #30, Independent Study Policy](#).

Instructions: Prior to registration, students should prepare a proposal for their independent study. The instructor should then review and amend the proposal as needed. Students need to come to an agreement on the aims of the course, its learning objectives, content, and evaluation plan, with a faculty member who will direct their course of study. The signed proposal serves as a learning contract for the independent study course. Registration for this course, including approval of this learning contract by the Director of Undergraduate Studies, must be completed no later than the last day of “late registration” (the end of the first week of classes in a fall or spring semester or the equivalent date in each summer session).

In a separate document, please provide the following information:

- A. **Focus.** Provide a brief statement on the focus or aims of your independent study (100 words).
- B. **Learning Objectives.** Outline the specific, measurable learning outcomes to be achieved by your independent study. Remember, learning objectives are not simply statements about course topics. They are descriptions of competencies that you should expect to develop in the course.
- C. **Student-Faculty Contact Plan.** Please indicate how often you and your instructor will meet to discuss your work for this class as well as the discussion method. Meetings may include all forms of communications including discussions in-person, online (e.g., Skype), or over the phone.
- D. **Content.** List the readings and assignments utilized to achieve these objectives, under the headings “Required Readings” and “Description of Assignments.”
- E. **Evaluation Plan** – Specify the procedures for reviewing progress and measuring achievement of your learning objectives by completing the following table:

Assignment	Due Date	% of Grade

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Submit a copy of this form signed by your instructor, along with your proposal, to the Public Policy Student Services Manager in Abernethy Hall, either in hard copy or via email.

Student Name (First, Middle, Last): _____

Email: _____ **Phone:** _____

PID: _____ **Expected date of graduation:** _____

Major(s)/Minor(s): _____

Current GPA: Cumulative _____ **Major** _____

Relevant Prior Coursework:

Course # and name	Semester	Grade

Course Number: PLCY _____ (consult with your instructor about the appropriate course number)

Number of Credits: _____ (see Course Credit Guidelines)

Instructor Name: _____

Instructor Email: _____

Is the student seeking credit for this course as an elective towards a Policy Field Concentration in the Public Policy major?

No Yes; Policy Field Concentration: _____

COURSE CREDIT GUIDELINES

General: For undergraduates, a single course credit reflects approximately 1 hour of class time and 2 hours of reading and research in addition to time spent in class.

3 Credits: An undergraduate independent study should be assigned 3 credits if the faculty member and the student meet at least once each week and the course requires an average commitment of 9 hours per week. For a 3-credit course, students should be expected to complete a substantial class project such as a 10-page term paper.

2 Credits: An undergraduate independent study should be assigned 2 credits if the faculty member and the student meet at least once every other week and the course requires an average commitment of 6 hours per week. The course may include short discussion papers or reflections on weekly readings and/or weekly analyses of project data.

1 Credit: An undergraduate independent study should be assigned 1 credit if the faculty member and the student meet at least once every other week and the course requires an average commitment of 3 hours per week. The course may include weekly field work, journal writing about learning experiences, and reflective discussions with the instructor.

APPROVALS

Student: I understand the course assignments as specified in this independent study proposal/learning contract, agree to undertake these responsibilities, and will abide by the Honor Code's responsibilities of students.

Student's Signature: _____ Date: _____

Instructor: I have read the requirements expected of the instructor, agree to supervise the student's work as detailed in this proposal/learning contract, and I will abide by the Honor Code's responsibilities of faculty. I certify that I am supervising no more than two students enrolled in independent study per semester or summer session.

Instructor's Signature: _____ Date: _____

DUS: Approved by Director of Undergraduate Studies:

DUS Signature: _____ Date: _____