Independent Study/Research Application
INFOST 399/999

Student Name: | ID #:

Number of credits assigned to study: _____ Cumulative GPA: ____ SOIS credits completed: ____

Have you taken Independent Study/Research before? ___ Yes ___ No

Title of Study:___________________________________________

Objectives: ____________________________________________

Outline plan for meeting the objective (briefly): ______________________

Outline evaluation Plan (briefly): ____________________________

Faculty Fieldwork Mentor’s Agreement:

I have discussed the proposed special study plan with __________________________ during the ________________ semester and am willing to supervise this student’s work. We shall arrange for regular conferences and will submit an evaluation of this learning experience at the end of the semester.

Faculty Mentor’s name (print) Faculty Mentor’s signature Date

Please forward this application to the SOIS Student Services Coordinator. The original will be placed in the student’s file, and a copy forwarded to the student and faculty advisor.

NOTE: The following states stipulate Worker’s Compensation coverage for student experiences requiring affiliation agreements: California, Oregon, Washington and Colorado. UWM students who plan to do internships, practicum or clinical placements in these states will need to obtain a separate workers compensation insurance policy. The cost of this policy will be the responsibility of the student or sponsoring institution.
Independent Study/Research Guidelines

OVERVIEW
An Independent Study in the School of Information Studies (SOIS) provides the student with an opportunity to pursue a topic or project under the guidance of a SOIS faculty advisor. The student enrolled in an independent study course is expected to assume primary responsibility for learning. The faculty advisor’s role is to stimulate and guide the student in intellectual efforts. Independent Study is not a substitution for coursework taught in the SOIS curriculum.

STUDENT’S ROLE
The student may select any area for special studies in Information Studies which meets the individual’s overall learning goals. In addition, the student is responsible for establishing a contract with a SOIS faculty advisor. The student performing effectively in a special studies course is one who is intrinsically motivated, exercises self-initiative, self-discipline and self-direction, makes use of human and material resources, is searching for knowledge, can define her/his own learning needs, can formulate and articulate a set of learning objectives, is able to produce results, can learn to evaluate her/his learning achievement; and strives for improvement.

FACULTY ADVISOR’S ROLE
The faculty advisor is a facilitator in helping the student arrange learning opportunities rather than providing and/or dispensing what is to be learned. The faculty advisor and student establish a written contract in which the faculty advisor agrees to:
• provide time for individual conferences and other forms of supervision;
• help the student critically plan learning experiences;
• challenge and assist the student to think critically;
• help the student integrate learning experiences with overall learning objectives;
• relate knowledge and see new relationship;
• support the student’s independence and creativity;
• assist the student in evaluating whether or not the objectives of the independent study are met;
• prepare a written evaluation for the student’s file.

The faculty advisor must accept the premise that the student is capable of learning apart from the regularly established classroom. In addition, the faculty member must be flexible in allowing for innovative and creative learning experiences both within and outside of the university setting and must determine whether or not he/she has prerequisite expertise and time to assist the student in the special study course.

PROCESS
Prior to registration, the student desiring to register for independent study confers with a faculty advisor selected by the student. If this faculty member believes the student can achieve the objectives which the student has identified, and if the faculty member believes that he/she may provide adequate guidance, the teacher may agree to oversee the independent study/research.

Prior to registering for the course, the student completes the SOIS Independent Study Application on the reverse side of this page. On this form, the student is expected to: identify the title of study, state the objectives, outline the plan for action and evaluation, and obtain the faculty advisor’s signature. Upon receiving the faculty advisor’s approval, the student may then register for the course. The completed application form is submitted to the SOIS Student Services Coordinator.

The student is responsible for scheduling regular conferences with the faculty member.

The faculty member is responsible for submitting a grade for a special studies course in accordance with UWM Policies and Procedures.