



**PERMISSION FOR
INDEPENDENT STUDY/
TEACHING ASSISTANT**

OFFICE OF THE REGISTRAR

INSTRUCTIONS TO STUDENT:

Read the Guidelines for Independent Study on the reverse, then complete the permission form. Turn in the form, complete with the signature of the faculty supervisor, to the Office of the Registrar at pre-enrollment or by the Drop-Add deadline day for any regular term or Mini-term, and by May 20 for summer off-term studies. **Your independent study enrollment is not complete until you hand in the permission form.**

ID Number Name of student (please print) Date

Major, if declared Class Term and year of Independent Study or TA

Faculty supervisor

Teaching Assistant

Credits: 1.0 or 0.5
Level: 248 348 Department:

Independent Study - Project Title:

Note: Project description is required - submit to Registrar's Office separately.

Credits: 1.0 or 0.5 Project type (see back for explanation):
Level: 150 250 or 350 A (tutorial/reading)
Grading: A-F or S/U B (directed research/creative work)
Department _____ C (independent research/creative work)

*Note: 250-projects should require background comparable to 200-level courses,
350-projects should be at an advanced level comparable to 300-level
courses.*

INSTRUCTIONS TO FACULTY SUPERVISOR:

Read the Guidelines for Independent Study on reverse. Your signature below indicates (1) your approval of the project as outlined in the student's statement, (2) your evaluation that this independent study will be equivalent in rigor to established Knox courses at the same level and credit, (3) your agreement on the meeting times and deadlines for required work. (While students are expected to work reasonably independently, regular meetings throughout the period of study should be scheduled.)

Faculty supervisor signature _____ Date _____

If you have not submitted a course description on-line, please attach one to this form.

INDEPENDENT STUDY GUIDELINES

GENERAL PRINCIPLES: Independent study should be readily available to students to enrich the programs of Knox by providing studies which cannot be provided in regular courses. All students who would benefit from independent study should be encouraged to include some such study in their Knox programs. At the same time, independent study should not needlessly drain faculty strengths away from the other offerings of the College.

(1) Independent study should not duplicate in whole or in substantial part the content or educational purpose of courses regularly offered. "Regularly offered" include courses scheduled in other terms, or offered as scheduled in alternate years. (Exceptions may be made if every effort was made by the student to plan in advance to take the course when scheduled or to find a reasonable substitute.)

(2) Independent study should not be used for introductory work in any discipline. Students should have the requisite background in the discipline, in reading critically, and in writing, to work reasonably independently.

(3) Independent study should not be used to expand the College's curriculum into disciplines not regularly part of the program offered at Knox.

(4) The quality of all independent study should be at least comparable to the quality demanded in regular Knox courses. Therefore a faculty member should not offer independent study in areas not of that member's appointment unless he or she has the professional competence normally expected of faculty in that other area.

(5) No faculty member should supervise more independent study projects in any one term than can be handled without jeopardizing his or her other teaching.

(6) All independent study should require written assignments (papers, essays, etc.) or comparable products.

(7) Every independent study product should have, by the end of the first week of classes,

(a) a carefully laid out project proposal,

(b) an agreed schedule of meetings between student and faculty member, and

(c) an agreed schedule of dates by which each assignment is to be completed. Students are urged to work out these plans at the time of pre-enrollment or before the start of the term.

(8) Independent study can be taken at the 150, 250, or 350 level. The level of the course should be consistent with the amount of background in the discipline required to undertake the project. At each level, the independent study can be of type A, B, or C as follows:

>Tutorials/Readings (**150A, 250A, 350A**) (1/2 or 1 credit) Study of a topic not regularly offered on a topic desired by a student or group of students; faculty directed and led.

>Directed Research/Creative Work (**150B, 250B, 350B**) (1/2 or 1 credit) Faculty and student working together on a project involving research or creative work, under close faculty supervision.

>Independent Research/Creative Work (**150C, 250C, 350C**) (1/2 or 1 credit) Research or creative project that is student directed and led, with faculty guidance.

Note: These guidelines apply to independent study during the December Break and summer as well as during the regular academic year.

Adopted by Curriculum Committee, November 1978; revised January 2016