



# HAMILTON HOLT SCHOOL INDEPENDENT STUDY PROPOSAL

**HOLT SCHOOL USE ONLY:**

- Submitted on/before deadline. Date: \_\_\_\_\_  
\*If no, do not accept. Student must appeal in writing.
  - Reflects all signatures. \*If no, return paperwork to student.
  - Paperwork complete. Registration form and payment received.
- Staff Initials: \_\_\_\_\_ Date: \_\_\_\_\_

## RESEARCH

Working under the close supervision of a faculty sponsor, students read primary and secondary material and/or work in a laboratory or studio setting. The evaluation usually focuses upon a paper or an examination or both. An independent study cannot normally duplicate a regularly offered course. Students with fewer than 30 earned Holt School semester hours are not eligible to do research projects. Students may take no more than three independent study courses (research and/or internship), of which no more than two will count in the BA major and no more than one will count in the minor.

Student Name: \_\_\_\_\_ R#: \_\_\_\_\_

**DIRECTIONS: PLEASE READ AND FOLLOW CAREFULLY**

- Select a faculty sponsor. The faculty member you select should have expertise in the focus area of your project. Design your project in consultation with your sponsor. Write a working draft of pages two and three so that revisions suggested by your sponsor may be incorporated in the final proposal.
- Type (or print very clearly) your proposal on this form. You may attach additional pages as appropriate for clarification.
- Secure the faculty sponsor's signature.
- You or your faculty sponsor must obtain the signature of the sponsor's academic department chair. The Holt School will not accept or process incomplete forms.
- Make certain to retain a copy of the final proposal form for yourself and your faculty sponsor. The Holt School will not make copies to forward to students and/or instructors.
- Submit the **original** proposal to the Holt School Office. Submission deadlines reflect the final date that the signed and approved proposal form may be submitted to the Holt School Office. **SUBMISSION DEADLINES ARE STRICTLY ENFORCED.**
- You must register for the project at the time that you return the completed proposal. Full tuition payment is due at the time of registration.

**Please check the term of this independent study (Honors in Major - Reflect two terms):**

- |                                      |                      |                  |
|--------------------------------------|----------------------|------------------|
| <input type="checkbox"/> Spring 2016 | Submission Deadline: | January 14, 2016 |
| <input type="checkbox"/> Summer 2016 | Submission Deadline: | May 17, 2016     |
| <input type="checkbox"/> Fall 2015   | Submission Deadline: | August 26, 2015  |

**Submission deadlines are strictly enforced.** Proposals received after the published deadline will be considered for the subsequent semester. Exceptions must be appealed in writing and include the written support of the academic department. Proposals received after the first week of classes will NOT count toward course load calculations for financial aid.



**REQUIRED ACADEMIC TIME:** Students may opt to complete a project for two, four, or six semester hours.

Please indicate below if you prefer two, four, or six hours of credit (four semesters hours will be assumed if no box is checked):

- Four semester Hours of Credit: 9 – 12 Hours per regular fall/spring term, 18 – 24 per regular summer term
- Two semester Hours of Credit: 7 – 9 Hours per regular fall/spring term, 14 – 18 per regular summer term
- Six semester Hours of Credit: 15 – 18 Hours per regular fall/spring term, 30 – 36 per regular summer term

**PRELIMINARY BIBLIOGRAPHY:** Which books, periodicals, journals, primary documents, and other sources will you explore? Attach a separate sheet if necessary.

**FOLLOWING SECTION SHOULD BE COMPLETED BY FACULTY SPONSOR:**

**ACADEMIC LEVEL OF THIS PROJECT:** Please note that in most instances Holt School independent study course numbers will end with '98'.

- 298       398       498       Other Explain: \_\_\_\_\_

**MEANS OF EVALUATION:** Indicate the criteria upon which the student's grade will be based. Please indicate the percentage of each category that applies to the study and provide a brief (but specific) description of each (e.g. a 50-page paper, ten journal entries of 250 words, nine laboratories, seven finished sculptures, etc.)

\_\_\_\_\_ % Paper: \_\_\_\_\_

\_\_\_\_\_ % Journal: \_\_\_\_\_

\_\_\_\_\_ % Lab/Studio: \_\_\_\_\_

\_\_\_\_\_ % Exam: Oral or Written: \_\_\_\_\_

\_\_\_\_\_ % Other (Explain in detail): \_\_\_\_\_

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**FACULTY SPONSOR INFORMATION (CONTINUED):**

**GRADING MODE:** Student will receive:

- Credit/No Credit
- Letter Grade

Must be graded if used for credit in the major/minor.

\*May not be changed once semester begins.

**SIGNATURES:** It is the student's responsibility to acquire all necessary approvals and signatures.

**STUDENT:**

I have read and understand the requirements, approval, and registration process for independent study as explained above. I have discussed this project and completed proposal form with my faculty sponsor.

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**Student Signature**

**Date**

**FACULTY SPONSOR:**

I have reviewed this completed proposal form and have discussed this project with the student. I agree to the project level, requirements, grading mode, and evaluation procedures as described above.

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**Faculty Sponsor Signature**

**Date**

**DEPARTMENT CHAIR:**

\_\_Approved: I certify that a majority of the department's members have approved this study. Return to student or forward to the Hamilton Holt School Assistant Dean (Box 2725).

\_\_Modifications Required: List modifications on a separate sheet and return the proposal to the student. If the student wishes to pursue the project, s/he must make the modifications and re-submit the proposal for departmental approval.

\_\_\_Approved: I certify that the majority of the members of the department have approved this study as amended. Return to student or forward to the Hamilton Holt School Assistant Dean (Box 2725).

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**Department Chair Signature**

**Date**