

Appendix I

Master of Arts Program Alverno College

Application for Independent Study – Guidelines

Overview

If you have a learning need, which clearly cannot be met through the regular course sequence of requirements and electives in your focus area, you may meet it by pursuing an Independent Study for up to three graduate credits. You register for a “697” course, either ED or ID or another prefix that indicates the area of your study, depending upon your focus area. Any “697” course must fit the description for an independent study course as described in the M.A. Bulletin. Please read the course description carefully before proceeding with an application. You should meet with your advisor very early in your proposal planning process to discuss your idea and to ascertain whether your future required courses will or will not in fact deal with your learning need.

If you decide to go ahead with developing a “697” course, be aware that you must take the initiative to generate a proposal and identify the necessary specific resources – namely faculty and learning activities. In order to undertake an independent study you need to have completed your planning by the middle of the semester prior to registering for the course.

Completing the Application Form

Attached is an Application for Independent Study, which you need to submit to your advisor at least one week prior to registration for the semester in which you intend to carry out your plan. Following are some guidelines to consider in completing the application.

How many credits? Keep in mind that each credit assumes at least 3 hours of study activity per week per credit over the length of the course. Thus, for example, a three-credit course assumes a minimum of nine hours per week.

What do I call it? Your independent study must have a specific, substantive title that will indicate to a reader of your transcript exactly what your study dealt with. The title can contain up to 35 characters, including blank spaces. You may use reasonable abbreviations.

Who should the external professional be? The term “external” is used to refer to your learning mentor, whoever that may be, because she or he is “external” to your regular graduate course program. It could be a faculty or staff member from Alverno, or it could be from another institution. The person must have the expertise you need plus the ability to effectively assess your learning at a graduate level of performance. If the external professional is not from Alverno, she or he receives a small honorarium; the amount depends upon the responsibilities involved but generally will not exceed \$250.

What are my learning goals? Be as specific as possible here, taking care to explain how you can’t meet them through an established course in your program. If you are using “697” to improve your substantive knowledge in a content area by incorporating work from an undergraduate course, you must explain how your work will be graduate level. This means you will need to integrate graduate-level learning experiences and assessment into whatever course requirements there might be.

How does my study address the five education abilities, which guide the work of all MA students? Review the definitions of these five abilities and discuss them with your advisor. Your “697” project should address at least several of them, but it won’t necessarily address them all.

What should be in my “697” plan? Specify what you will be doing, where, with whom, and when. You should discuss with your proposed external professional and include in your plan both how your learning will be assessed and how the results of that assessment will be communicated back to Alverno and your advisor.

Signatures and Approvals. Note that your Independent Study Proposal must be signed by you and your external professional; it must then be approved by both your advisor and the Director of the Alverno Graduate Program. Again, the deadline for submission to your advisor is one week prior to registration for the semester in which you hope to undertake the study.

**Alverno College
Master of Arts Program
Application for Independent Study**

Directions: Provide complete responses for each question. For further descriptions of the independent study process and the education abilities, see the Master of Arts Bulletin. Completed application is due to your M.A. program advisor at least one week before the registration weekend for the following semester.

Date: _____

Student Name: _____

Student No. _____

Focus area: _____ Adaptive Education _____ Professional Development
 _____ Administrative Leadership _____ Reading
 _____ Director of Instruction _____ Teaching in Alternative Schools

Proposed semester of study: _____ Proposed number of credits (limit of 3): _____

Title and brief description of study: _____

Proposed external professional:

Name: _____ Organization: _____

Address: _____

Phone: _____

Attach separate page for responses to questions 1-3 (see page 2)

1. What are your learning goals for this independent study? Include a brief explanation of why these goals could not be met in an existing M.A. course.
2. How will your independent study address the following five education abilities?
 - Conceptualization
 - Diagnosis
 - Coordination
 - Communication
 - Integrative Interaction
3. Describe how you will meet your learning goals by providing a detailed plan for your independent study, including how your goals will be achieved and how learning will be assessed.

Student: _____

Date: _____

External Professional: _____

Date: _____

M.A. Program Advisor: _____

Date: _____

_____approve _____disapprove

M.A. Program Director: _____

Date: _____

_____approve _____disapprove

1. What are your learning goals for this independent study? Include a brief explanation of why these goals could not be met in an existing M.A. course.

2. How will your independent study address the following five education abilities?

Conceptualization

Diagnosis

Coordination

Communication

Integrative Interaction

3. Describe how you will meet your learning goals by providing a detailed plan for your independent study, including how your goals will be achieved and how learning will be assessed.