

**University of Houston -- Graduate College of Social Work
Doctoral Independent Study in Social Work Study Proposal Guidelines**

Definition and Description: Independent Study (I.S.) provides the student with the opportunity to work with a faculty member on a specific topic or issue of interest that might not otherwise be available in a structured course. Independent study courses are typically not available to students until they have completed the foundation curriculum. Independent study courses count toward the degree as would any elective. Grading criteria for this course will either be a letter grade or S/U.

To plan an Independent Study, follow these steps:

1. Contact the faculty member you wish to work with on this course and present your idea(s) for an Independent Study. Discuss what you would like to study and how you propose to approach the learning process. If you and the faculty member are in agreement, you will need to develop a detailed 1-2 page, single-spaced proposal that includes the following:
 - a. Statement of Purpose – what do you plan to study and why?
 - b. Identify the specific learning objectives you will pursue.
 - c. List specific texts or other readings you will complete.
 - d. Identify the outcome or product – e.g., formal paper, research proposal, data analysis plan, annotated bibliography, program evaluation report, etc.
 - e. Identify the grading or evaluation criteria for the project (i.e., how will your grade be determined? What percentage will come from the final product, from meetings with the faculty, from other sources?)
 - f. Indicate how often you and the faculty member plan to meet over the course of the Independent Study.
2. After the supervising faculty has reviewed your proposal, you must obtain his/her signature on the form to indicate faculty approval. The form also requires the student's signature and PeopleSoft ID number.
3. **DEADLINE INFORMATION** – Proposals should be completed, signed and submitted to the Ph.D. Program Office during the official pre-registration period in a given semester. A \$50.00 late fee will be assessed for proposals submitted after the published deadline, typically 2-3 weeks prior to the first day of classes. ., Completed applications for an Independent Study or petitions for courses as doctoral standing must be submitted to the Ph.D. Program Office prior to course enrollment for the Ph.D. Program Director's approval. The Dean will also sign the final approval before the Ph.D. Program Office assigns a course and section number for the student's course registration.

Note: Students who register without the required paperwork and the course instructor's signed approval will be administratively dropped from the independent study course.

INDEPENDENT STUDY REQUEST FORM (Revised 7/2013)

Please read the guidelines for proposal submission and deadline information.

Print Name: _____

PeopleSoft ID #: _____ Email Address: _____

Phone: _____ Cell: _____

Hours completed to date: _____

I would like to enroll in a _____ SCHs Independent Study in the _____ .
(# SCHs) (Semester/Year)

NOTE: If requesting a Summer course, discuss with the instructor the summer session for enrollment to complete the independent study (Summer I, II, III, or IV). Please indicate the summer session # and the year. Refer to the university calendar/summer course schedule for session dates. This information must be noted in order to process this request.

My Independent Study proposal is attached and I have obtained the signature of the faculty member.

STUDENT SIGNATURE

DATE

FACULTY NAME PRINTED

FACULTY SIGNATURE & DATE

APPROVAL:

DOCTORAL PROGRAM DIRECTOR

DATE

DEAN'S OFFICE SIGNATURE

DATE

ASSIGNED COURSE AND SECTION NUMBER:

Approved to enroll in the following course:

SOCW _____ Section # _____