**Honors College Independent Study Procedure**

**Independent studies** require an Honors College form, a university form, and a proposal, completed by both the Honors College deadlines and the registrar’s deadlines. The forms must be signed by the student, the faculty supervisor, the track director (instead of the department chair) and the Honors College Dean (instead of the college dean). The proposal should be a minimum of one full page and should include a bibliography of at least three resources. The Independent Study proposal should outline what work the student will complete during the Independent Study including what papers or projects will be assigned with due dates. A breakdown of how the final grade will be awarded should be noted. The independent study proposal is due on the last day of the semester PRIOR to the independent study semester.

Faculty advisors should consult with their department chair and their college dean regarding the impact this will have on the faculty’s FLM.

1. **University Cover Page**

The University cover page should be the first page of the packet. The student needs to complete the top portion and get the faculty mentor and track director signatures. Track directors should pay particular attention when reviewing the top part to make sure all requested information is included.

1. **Honors Cover Page**

The Honors College cover page should be the second page of the packet. The student needs to complete the top portion of the form, sign the form, and get the track director’s signature.

1. **Proposal**

Your proposal should address the following questions:

A. What will you study? What do you hope to discover/accomplish from your study?

Clearly define your topic and the nature of your study, e.g., do you wish to investigate the "big picture" (e.g., The Effects of Excessive TV Viewing on the General Public) or a specific aspect of something (e.g., Violence on TV and the Rising Crime Rate among Teenage Males)?

B. How will you conduct your research?

Surveys, observations, lab experiments, library searches, readings, and consultations are examples of research methods.  Please provide details for each method you list, including bibliographies as applicable. If you are completing a creative process, describe the analogous methods and products that will be completed. Other options might include a project with documentation:  collection of original poetry, an exhibit of original artwork, a performance or contribution of a product to a community or for a client.

C. What is your timeline and proposed method for benchmark evaluations of your progress or achievements throughout the semester?

How will you present your work for grading? Create a timeline of assignments and a regular meeting schedule to help keep you on track and to provide opportunities for evaluation and feedback from your faculty supervisor.

D. A bibliography with a minimum of three sources.