

Independent Study Proposal Form



ARCHITECTURE
PLANNING &
PRESERVATION

Use this form to propose an independent study course.

Click on data fields in this fillable PDF form to enter your responses. Save page 1 of this form as "Indep_Semester_Year_StudentLastName.pdf" and submit by e-mail to Sheila Williams at sheilaw@umd.edu with the required additional information described on page 2 of this form. Forms sent without all required information will not be accepted.

Student Information

Date	UID	Degree Program	
Name	E-mail		
Address			
City, State, ZIP			
Date of Initial Enrollment (MM/YY)	ARCH	UNIV	Graduation Date

Proposal

Title of Study	
Faculty Advisor for this course	Faculty E-mail

Proposed Course Number (check one)

- ARCH 419 Independent Studies in Architectural Technologies
- ARCH 429 Independent Studies in Architectural History
- ARCH 449 Independent Studies in Visual Studies
- ARCH 459 Independent Studies in Urban Planning
- ARCH 479 Independent Studies in Architecture
- ARCH 489 Independent Studies in Architectural Preservation
- ARCH 629 Independent Studies in Architectural History
- ARCH 679 Independent Studies in Architecture

Proposed Credit Hours (check one)

- 1
- 2
- 3
- 4

Proposed Year and Term (check one term)

Year
<input type="checkbox"/> Fall Semester
<input type="checkbox"/> Winter Session
<input type="checkbox"/> Spring Semester
<input type="checkbox"/> Summer Session I
<input type="checkbox"/> Summer Session II

Student Signature (type full name)	Date
------------------------------------	------

Office Use Only

Date received	GPA	<input type="checkbox"/> Approved	<input type="checkbox"/> Not approved	<input type="checkbox"/> Other
Notes				
Approved by	ISP Faculty Advisor	Date		
	Curriculum Comm Chair	Date		
	ARCH Program Director	Date		

Additional Instructions for Independent Study Proposal Form

Students are required to work directly with a faculty advisor in the development of this proposal. The proposal serves as a contract for performance (equivalent to a course syllabus); consequently, the terms and conditions of the course must be clearly stated prior to submission to the Curriculum Committee.

Students and faculty are expected to meet weekly. However, the specific nature of engagement may be modified provided it is clearly stated and supported in the proposal. The State of Maryland (COMAR 13B.02.02.16C) specifies, "An institution shall award one semester hour of credit for a minimum of 45 hours, of 50 minutes each of instructional situations such as practica, internships, and cooperative education placements, when supervision is ensured and learning is documented."

Faculty advisors must submit written comments on the proposal in order to assist the Committee in the review process.

Required Supporting Materials

The following information must accompany the Independent Study Proposal Form when it is submitted for Curriculum Committee review:

- Description of the course, outline of work, methods, schedules, and bibliography.
- Objectives of the course.
- Final product(s) expected at the conclusion of the course.
- Detailed method(s) of evaluation for coursework.
- Student's reasons (qualitative and/or quantitative) and qualifications (prior experience/course work) for pursuing study.
- Description of how this study complements the student's academic program and professional goals.
- Faculty advisor's written comments to the Curriculum Committee.
- Any additional information as necessary.

Samples of successful proposals are available in the Architecture Program office and online at www.arch.umd.edu.

Notes

- All independent study proposals are the responsibility of the student.
- Students must submit an electronic version of the proposal to the Architecture Program Office on or before the deadline date established by the Curriculum Committee.
- Late proposals, proposals that do not follow submission requirements, and/or incomplete proposals will *not* be considered by the committee.

Submission Procedure

- The Independent Study Proposal Form (page 1) must be filled out electronically and saved in PDF format. This document is to be titled "Indep_Year_StudentLastName.pdf."
- Required additional information can be produced using any application, but it must be saved in PDF format. This document is to be titled "Indep_AddInfo_Year_StudentLastName.pdf."
- The Independent Study Proposal Form and Required Additional Information are to be e-mailed as attachments to sheilaw@umd.edu for receipt on the due date specified.