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 ARCHforms@umd.edu with the required additional information described on page 2 of this form. Forms sent without all required information will not be accepted. In addition, print a copy of all required documents and submit to the ARCHforms box in the main office.

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

- ☐ Fall Semester
- ☐ Winter Session
- ☐ Spring Semester
- ☐ Summer Session I
- ☐ Summer Session II

Student Signature (type full name) | Date

Office Use Only

Date received | GPA | ☐ Approved ☐ Not approved ☐ 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_F08_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_F08_StudentLastName.pdf."
- The Independent Study Proposal Form and Required Additional Information are to be e-mailed as attachments to ARCHforms@umd.edu for receipt on the due date specified.
- A hard copy of all documents must be sumbitted to the ARCHforms box next to the faculty mailboxes in the main office by the due date.