

## Guidelines for Course Proposals for Independent Studies

If a student meets the criteria for an Independent Study, the student may secure an agreement of a supervising instructor with suitable expertise in the area. Once the instructor has provisionally agreed to supervise, the student must write a Course Proposal to submit with a registration form and an Independent Study form. The Course Proposal should include:

1. STUDENT NAME
2. COURSE NUMBER (“field” abbreviation + 5103; e.g., TH 5103; DMin students should use DM 5103.)
3. COURSE TITLE
4. DESCRIPTION OF TOPIC  
Write a brief paragraph that describes the nature of the study.
5. RATIONALE FOR INDEPENDENT STUDY  
Describe why you are conducting an Independent Study rather than taking a standard course. Why now? How does the Independent Study contribute to your degree program? What prerequisites have you fulfilled in advance of the Independent Study?
6. LEARNING OUTCOMES  
Write three to four intended learning outcomes for the study. What expertise or competency will you have achieved by the end of the course? How do the learning outcomes of the Independent Study relate to program-specific Student Learning Outcomes?
  - Student Learning Outcomes for each degree program are available on the LPTS web site at this [link](#).
7. MEANS OF ASSESSMENT/ASSIGNMENTS  
List the assignments you will complete for your study. When writing these consider how they contribute to measuring the achievement of the learning outcomes. In general, this section should enable you and the instructor to know that your learning outcomes have been achieved.
8. BIBLIOGRAPHY  
Write a full bibliography of reading materials (and other related materials) used for your study. Please include the number of pages read from each source. Do not count “extra” material like concluding bibliography in the number of pages.
9. TIMELINE  
Write a timeline that includes the assignment due dates, meetings with your instructor and final evaluation meeting date, and other information relevant to the study.
10. SUMMARY OF HOURS  
List the number of hours associated with each major component of your study (including time spent preparing the Independent Study Course Proposal). At the end of the list, please provide a total number of hours along with the number of credit hours you are requesting for your study.

## 11. STATEMENT OF ACADEMIC HONESTY

Write an acknowledgement that you have read the Policy for Academic Honesty in the Student Handbook and a pledge that all work done for the independent study will be your own.

A copy of the student's Registration Form, Independent Study Form, and Course Proposal must be submitted to Registrar's Office and the Dean's Office at the outset of the study.

### COURSE EXPECTATIONS:

One credit hour requires 45 hours of work, two credit hours require 90 hours of work, three credit hours require 135 hours of work, four credit hours require 180 hours of work, and five credit hours require 225 hours of work. These hours may be earned through a combination of supervisory/instructional contact hours, assigned reading (using the standard of 15 pages as approximately one hour of reading – endnotes, bibliography, other scholarly apparatus pages do not count), and written work (calculating one page of a finished written draft as approximately one working hour), and other activities related to the study.

Note: If the nature of material to be read makes the standard of 15 pages per hour unworkable for an Independent Study, the student may use another means to quantify reading time in consultation with the study's supervisor.