



# **INDEPENDENT DIRECTED STUDY**

## **Student Instruction Guide**

**Revision Date: September 28, 2016**

**IMPORTANT NOTE for COUNSELING STUDENTS:** Recently, we have become aware of licensure boards that do not accept independent studies for required courses for licensure. The policy in Tennessee states: "The Board will consider no more than six (6) hours of independent study relative to the equivalency of coursework. None of these independent study hours shall be in experiential learning." To our knowledge this is not the case in Georgia, but it is possible this could change. Students who take independent studies for licensure courses do so at their own risk. Please make every effort to take the required courses in the traditional format.

**Students, please read all instructions carefully! Note New Cover Page Format.**

Students may earn a limited amount of credit through independent directed study when circumstances prevent them from completing the class during the regular schedule or when they have special interest in a subject and wish to complete advanced study. The student may take no more than 2 independent directed studies per academic year (Fall, Spring, Summer) –no more than one per semester, and no more than 4 total within the student's degree program. Students who apply for independent studies must be self-motivated and capable of achieving high academic standards while working independently. Students are not guaranteed the approval of independent studies

Independent Directed Studies include reading, writing, and research projects and must be done under the direction of a Richmont faculty member, unless special permission is granted to work with an adjunct faculty member. Students desiring independent directed study should first contact their academic advisor who will provide independent study proposal Instructions. Using the instructions provided, the student will submit a written proposal for the planned course directly to the professor who will direct the study. Students must first contact the professor who normally teaches the class to request an independent study, unless that person is an adjunct professor. In that situation, the student should first contact the Assistant Dean of the School of Counseling or the Dean of the School of Ministry to ask who may lead the independent study. Along with the proposal, the student must submit the attached add form.

Once the professor approves the proposal, he or she will send it to the Assistant Dean of the School of Counseling or the Dean of the School of Ministry for final approval. The entire process, including approval by the professor, the Assistant Dean of the School of Counseling or the Dean of the School of Ministry and submission of the approval form to the Records office must be complete by the date posted in the Academic Calendar for the semester in which the independent study will occur. A copy of the proposal will become a part of the student's permanent file.

A minimum of 3 individual contact hours with the professor during the period of time the student completes the independent study is required. Students are responsible to provide the professor with updates of assignments and to initiate contact with the professor. Assignments must be completed two weeks before the end of a semester or one week before the end of a summer term.

Students should submit the proposal for an independent directed study during the regular pre-registration period for the semester during which the independent study will occur. Students should NOT register for the weekly class if it is offered. The actual registration for the course is completed by the Assistant Registrar or the Director of Records upon approval of the proposal by the Assistant Dean of the School of Counseling or the Dean of the School of Ministry. Failure to register for an approved independent directed study by the registration deadline will result in

additional fees. If a student is approved to register for an independent study after the regular registration period the student will pay the late registration fee or add/drop fee, whichever applies. Independent study proposal will not be approved past the add/drop deadline for any semester. Deadlines will be strictly enforced.

The fees for an independent directed study are not included in the student's regular tuition fees. The fees include the current tuition fee for one course and an instruction fee of \$100 per credit hour. Fees must be paid at the time of registration for the course. See the section on student fees in this Catalog for current independent study fees.

The course identification for an independent directed study is CEDI followed by the same course number used for the regular course. For those doing original independent studies, the course number will be assigned by the office of the Dean of your Respective School.

### Instructions

1. Be aware of deadlines for independent study proposals. The entire process, including approval by the professor, the Assistant Dean of the School of Counseling or the Dean of the School of Ministry and submission of the approval form to the Records office must be complete by the date posted in the Academic Calendar for the semester in which the independent study will occur. Independent studies may not be added past the add/drop period for any semester. Students desiring to complete an independent study should be aware that proposals are frequently sent back to the student for revision prior to approval, which may extend the process. Students should consider sending in proposals at least a month before the approval deadline, if possible, to allow time for revision approvals.
2. The student may take no more than 2 independent directed studies per academic year (Fall, Spring, Summer) –no more than one per semester and no more than 4 total within the student's degree program. *Applying for 2 independent studies in one semester without prior approval will cause the second submission to be denied.*
3. Speak with your academic advisor if you have not already done so. General questions regarding independent studies should be directed to the Dean of the School of Counseling or the Dean of the School of Ministry.
4. Speak with the professor and obtain verbal approval. You must first request the independent study from the professor who normally teaches the course.
5. Get a copy of the syllabus to use as a **guide** in the proposal. Find out the following information:
  - a. Any specific guidelines or assignments.
  - b. Method of assessment.
6. Using the syllabus provided and the information gained from the professor, develop a plan for your independent study. When given latitude regarding your proposal, aim for a variety of practical assignments. Decide on the percentage each assignment will receive in grading and the due date for each assignment.
7. Type the proposal using the attached form as a guide. Fill in the blanks of the cover page provided. The sample proposal sheet is an example of the form to be used for the proposal itself. **READ THIS CAREFULLY.** *The proposal must contain all of the sections listed.* Submitting the professor's syllabus or cutting and pasting sections without explaining or tailoring the assignment is not sufficient. A sample proposal is also included with this packet.
8. When the proposal is complete, submit it to the professor for approval. Make any changes to the proposal as directed by the professor.
9. The professor will sign the proposal and forward it to the Dean of the School of Counseling or the Dean of the School of Ministry for approval.

10. Upon approval by the Dean of the School of Counseling or the Dean of the School of Ministry, the proposal will be forwarded to the Records office. The student, professor and the business manager will be notified of approval by the Records office and, once payment is confirmed, the Assistant Registrar or the Director of Records will enter the class into the student's schedule.
11. Failure to register for the Independent Directed Study by registration deadline will result in a late fee or add/drop fee if the study is approved. Independent studies will not be approved past the add/drop period of any semester. A normal tuition charge applies plus \$100 per semester hour.
12. The student is responsible for submitting assignments as listed in the proposal, updating the professor of progress and making appointments with the professor for meetings. Students who complete independent studies are expected to be self-motivated in their work. Failure to maintain contact with the professor or to complete all the assignments, changing the assignments without consulting the professor and turning in late assignments will negatively affect the student's grade.

Proposal for Independent Directed Study in

CEDI \_\_\_\_\_ : \_\_\_\_\_  
Course # Course Title

Presented to

\_\_\_\_\_  
Professor's Name

and

Dean of the School of Counseling and Psychology  
or  
Dean of the School of Ministry

Richmont Graduate University

by

\_\_\_\_\_  
Student's name

Approved:

\_\_\_\_\_  
(Professor's Name)

\_\_\_\_\_  
(Student's Name)  
Student's Phone \_\_\_\_\_  
Email \_\_\_\_\_  
Address: \_\_\_\_\_  
Student I.D. # \_\_\_\_\_

\_\_\_\_\_  
Dean of the School of Counseling or  
Dean of the School of Ministry

Date Submitted \_\_\_\_\_

Term (Spring 2017, etc) \_\_\_\_\_

\_\_\_\_\_  
Date of Notification of Professor, Student & Business  
Manager

**Student Signature Required:**

\_\_\_\_\_  
Projected Academic Credit (Semester hrs)

I have read the most recent version of the Independent  
Study Student Guide and I am aware that some  
licensure boards do not accept independent studies for  
licensure.

Date of Final Approval \_\_\_\_\_

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Date

## Proposal For Independent Directed Study in

**CEDI /MINI** \_\_\_\_\_ : \_\_\_\_\_  
(Circle One                      Course #    Course Title)

### Statement of Purpose

Include knowledge, perspective, and skill goals in this section.

### Rationale

Include the reason for taking the Independent Directed Study. The rationales for an Independent Directed Study include the following: 1. The need of a course for immediate graduation that is not offered or is scheduled at the same time another required course is offered, 2. Elective study in a field of interest to the student that is not available through current curriculum, 3. The student has been chosen by professor to assist in a research project involving substantial academic work.

### Description of the Proposed Independent Directed Study

Provide a detailed description of the assignments prescribed by the professor. Include the titles of the text(s) and any other known reading assignments (journal articles, etc). For papers, include the number of pages required.

### Time Commitment

Include the **weekly time commitment to be made by the student**. Include the dates of the study. Remember that all work must be completed one week prior to the end of the semester or summer term. Time commitment must account for equivalent seat time in a normal class, i.e. 45 hours for a 3 semester hour course; 30 hours for a 2 semester hour course **plus** the additional time spend in study and preparation outside a traditional class. As a rule of thumb the *additional prep time* should be double to the seat time for the class. In other words, a two credit hour class taken as independent study would consist of a *minimum* of 90 hours work (30 for seat time, 60 for additional). A three credit hour class would consist of a *minimum* of 135 hours work (45 for seat time, 90 for additional.) This time commitment should be clearly stated in the proposal.

### Evaluation

Provide a breakdown of the weights (percentages) for each assignment listed in the Description section.

**SAMPLE PROPSAL**  
**Proposal for Independent Study**  
**In**  
**CEDI 7313 Hermeneutics and Application**

**Statement of Purpose**

In completing this course, I hope to gain knowledge of the method of informational exegesis and how to utilize this method especially as it pertains to issues found in the counseling office. Also, I hope to gain a basic understanding of how to recognize the literal meaning of scripture passages as well as the spiritual understanding of scripture.

**Rationale**

My intentions had been to take this course as scheduled in the spring of 2005. However, late in the fall semester of 2004, it became evident that students following the MFT track were required to take Human Sexuality as a graduation prerequisite, Human Sexuality is offered as an intensive course as well, yet the dates of Hermeneutics and Application and Human Sexuality overlap. My plan has been to graduate in the spring of 2005, yet I must complete both Biblical Exegesis and Human Sexuality to do so. Therefore, taking Hermeneutics and Application as an independent study seemed the most feasible as Dr. Deardorff is located at the Chattanooga campus. Taking this course as an independent study would allow me to also complete the Human Sexuality course and as a result, graduate in May 2005.

**Description of the Proposed Independent Directed Study**

1. Read Shattered Dreams and write 2-page summary of what I gained from the text.

Due: \_\_\_\_\_

2. Read the following in Living by the Book: Chapter 4, pgs. 34-42; Chapters 5-26, pgs. 41-191; Chapters 27-38, pgs. 195-279; Chapters 39-43, pgs. 283-322.

15 pts. Due: \_\_\_\_\_

3. Observational charts on the book of Ruth: (a) Do a paragraph analysis of each paragraph in Ruth following the pattern explained in chapter 18 "Working with a paragraph" in Living by the Book. (b) Do a topic summary chart of the whole book of Ruth following one of the patterns given in Chapter 25 "Summarize your observations" (do not use the pattern used with Luke on page 185 for this exercise). (c) Do a summary chart of the whole book of Ruth following the pattern on page 185 as used with Luke. Each segment of the chart will represent each paragraph in Ruth. Identify pertinent observations in each paragraph, how the paragraphs may be related, and group together and title the paragraphs that seem to fit together.

\* Obtain copy of Ruth in the English Standard Version from Dr. Deardorff.

20 Points. Due: \_\_\_\_\_

4. Observational charts on the book of Hosea: (a) Do a paragraph analysis of each paragraph in Hosea following the pattern explained in chapter 18 "Working with a paragraph" in Living by the Book. (b) Do a topic summary chart of the whole book of Hosea following one of the patterns given in Chapter 25 "Summarize your observations" (do not use the pattern used with Luke on page 185 for this exercise). (c) Do a summary chart of the whole book of Hosea following the pattern on page 185 as used with Luke. Each segment of the chart will represent each paragraph in Hosea. Identify pertinent observations in each paragraph, how the paragraphs may be related, and group together and title the paragraphs that seem to fit together.

10 Points. Due: \_\_\_\_\_

5. Obtain articles that are to be distributed to the class from Dr. Deardorff. Write summary if necessary. 10 Points. Due: \_\_\_\_\_

6. An Exegetical paper assigned by Dr. Deardorff. 50 Points. Due: \_\_\_\_\_

7. Read additional book chosen by Dr. Deardorff and appropriate written summary. 10 points. Due: \_\_\_\_\_

### **Time Commitment**

135+ hours divided among the weeks starting January 10<sup>th</sup> 2005 through April 27<sup>th</sup> 2005 (last day of classes). At least 3 hours spent meeting with Dr. Deardorff, as his schedule permits. All assignments will be submitted one week before the semester concludes.

### **Evaluation**

Shattered Dreams and Summary. 10 points

Readings from Living by the Book. 15 points

Observational Charts on the book of Ruth. 20 points

Observational Charts on the book of Hosea. 10 points

Readings from selected articles from Dr. Deardorff (and summary if applicable). 10 points.

Exegetical Paper. 50 points

Additional reading of book chosen by Dr. Deardorff and summary of book. 10 points