



INDEPENDENT STUDY

Student Instruction Guide

Revision Date: June 15, 2021

Students, please read all instructions carefully!

Students may earn a limited amount of credit through Independent 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.

School of Counseling students should be aware that some state licensure boards may limit the number of credit hours earned by Independent Study for licensure requirements. 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 may take no more than two independent studies per academic year (Fall, Spring, Summer), no more than one per semester, and no more than four cumulative within the 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 Study proposals.

Students may not take an Independent Study in the following courses:

- CED6113: Helping Relationships
- CED6123: Group Counseling
- CED6913: Applied Practicum and Treatment Planning Lab
- CED6922/6962: Counseling Practicum
- CED7932/7962: Counseling Internship I
- CED7942/7972: Counseling Internship II

Independent directed studies include reading, writing, and research projects done under the direction of a Richmont faculty member, unless special permission is granted from the Dean of the student's corresponding School to work with an adjunct faculty member. Students desiring Independent Study should first contact the Records Office to obtain Independent Study proposal instructions or download the packet from the Richmont website. Using the instructions provided, the student must submit a written proposal for the planned course directly to the professor who will direct the study for approval.

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 Dean to ask who may lead the Independent Study. Once the professor approves the proposal, he or she will send it to the Dean for final approval. The entire process, including approval by the professor, the Dean, and submission of the approval form to the Records Office, must be completed by the end of registration the semester before the proposed Independent Study will occur. A copy of the proposal will become part of the student's permanent file. A minimum of three individual contact hours with the professor during the Independent Study is required. Students are responsible to provide the professor with updates of assignments and to initiate contact with the professor. Independent Study assignments are due at the end of the semester as determined by the professor. Students must verify and substantiate that the work for the Independent Study will be a minimum of 135 combined hours for a three-credit class and 90 combined hours for a two-credit class.

Students should submit the proposal for an Independent Study during the regular registration period for the semester during which the Independent Study will occur. Students should NOT register for an alternative section of the class if it is offered. The actual registration for the course is completed by the Records Office upon approval of the proposal by the Dean of the corresponding School. Failure to register for an approved Independent 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, he or she must pay a late registration fee or add/drop fee, whichever applies. Independent Study proposals will not be approved past the add/drop deadline for any semester. Deadlines will be strictly enforced.

Fees for an Independent Study are not included in the student's regular tuition fees. The fees include the current tuition fee for one course and an instructional 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 or prefix for an Independent Study is as follows:

- School of Counseling – CEDI
- School of Ministry – MINI

The prefix is followed by the same course number used for the regular course. The course number for original independent studies will be assigned by the Records Office.

Be aware of deadlines for Independent Study proposals. The entire process, including approval by the professor, the 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.

1. Independent studies may not be added past the add/drop period for any semester.
2. Students desiring to complete an Independent Study should be aware that proposals are frequently returned to the student for revision prior to approval, which may extend the process.
3. Students should consider submitting proposals at least one month prior to the approval deadline, to allow time for revision approvals.
4. Discuss the potential Independent Study with your academic advisor. General questions regarding independent studies should be directed to the Dean of the School of Counseling or the Dean of the School of Ministry.
5. Discuss with the professor and obtain unofficial approval. You must first request the Independent Study from the professor who regularly teaches the course.
6. Obtain a copy of the syllabus to use as a **guide** in the proposal. Identify the following information: Any specific guidelines or assignments, and the method(s) of assessment.
7. 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. Determine the percentage/weight each assignment will receive in grading and the due date for each assignment.
8. 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.
9. Once the proposal is complete, submit to your professor for approval. Correct the proposal as directed by the professor. 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 will be registered in the course, and the student and professor will be notified via email.

Failure to register for the Independent Study by the 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.

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, or submitting late assignments will negatively affect the student's grade.

SAMPLE PROPOSAL TEMPLATE

Proposal for Independent Study in CEDI /MINI _____: _____

Statement of Purpose

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

Rationale

Include the reason for taking the Independent Study. The rationales for an Independent 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 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 PROPOSAL

Proposal for Independent Study in CEDI 7132 Theodicy & Trauma

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.

Rationale

My intentions had been to take this course as scheduled in the spring of 2022. My plan has been to graduate in the spring of 2022, yet I must complete both Integrative Theology to do so. Taking this course as an Independent Study would allow me to also complete the Integrative Theology and as a result, graduate in May 2022.

Description of the Proposed Independent Study

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".* Obtain copy of Ruth in the English Standard Version from Dr. Deardorff. 20 Points. Due: _____

An Exegetical paper assigned by Dr. Deardorff. 50 Points. Due: _____

Time Commitment

135+ hours divided among the weeks of the semester. 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 Summary 10 pts; Readings from Living by the Book, 15 pts; Observational Charts on the book of Ruth, 20 pts

Proposal for Independent Study in

Subject: _____ **Course Number:** _____ **Credit Hours:** _____

Course Title: _____

Semester: _____ **Professor Name:** _____

Student Information

I have read the most recent version of the Independent Study Student Instruction Guide and I recognize that some licensure boards do not accept independent studies for licensure. (Student Initials: _____)

Name: _____ Student ID (not SS#): _____

Email: _____ Advisor: _____

Approval

Student Signature: _____ Date: _____

Professor's Signature: _____ Date: _____

Dean's Signature: _____ Date: _____

Full Proposal and Syllabus must be attached.

Records Office Signature: _____ Date Entered: _____