INDEPENDENT STUDY

You may obtain graduate credit toward the completion of your degree by completing an Independent Study option. This can be an important component for advancing your learning and preparation for life beyond the program. Since graduate-level credit is earned, you are expected to demonstrate a high level of performance and learning in this option. The output product documenting your learning and performance in the course will be judged by conventional academic standards.

Eligibility

As a general rule, you must have completed at least 21 graduate hours (7 courses) before being eligible to enroll in the Independent Study option.

Students cannot complete more than 6 credit hours in total from taking HRD 695, 696 and 697. So, if you are planning or needing to take HRD 696, Internship, or HRD 697, Practicum, you are only eligible to take one HRD 695, Independent Study course.

Guidelines

The Program Director is the faculty member that supervises Independent Study students. The Program Director will provide you with the needed approval code to register; you cannot register without the seat approval code. Students may recruit or enlist a different full-time HRD faculty member to serve as your sponsor, adviser, and evaluator for the Independent Study. However, the faculty member is under no obligation to participate in an Independent Study project.
The student should only request Independent Study registration with a proposed idea (preferably two or three topical ideas). These topics should be of academic or practical value to you. Faculty are not required to consider an Independent Study request without first knowing what the proposed topic will be.

As the name implies, the student undertakes his or her own investigation and reporting on the topic; there is no course that meets during the semester. Of course, the student may contact the faculty member at any time during the semester for guidance, assistance and/or feedback.

The Independent Study Product

The output of an Independent Study project is a traditional academic paper of approximately 30 pages in length (double-spaced). The paper must be submitted using American Psychological Association (APA) style and format. Failure to follow APA guidelines will reduce the student's grade on the paper. The paper must include a minimum of 20 quality sources (peer-reviewed articles, published monographs, etc.). Students are encouraged but not required to include some form of original data collection as part of this assignment. Of course, for many paper topics, original data collection is not feasible or practical. Details can be discussed with the faculty adviser.

Planning and Contracting for the Independent Study Course

After you have reached an agreement with the faculty member about your project and registered for the course, you should follow the schedule below in completing the project. You will not be separately notified about scheduled and required submissions. It is your responsibility to initiate
and comply with these rules. Failure to properly execute any of these rules may lead to grade reduction, up to and including a failing grade for the course.

The general schedule of steps that are to be followed is shown in the table below.

Scheduled activities are made in reference to the first day of classes for the semester in question.

<table>
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<th>DEADLINE *</th>
<th>WHAT TO DO</th>
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| No later than the end of the 2nd week of the semester | Send the faculty member an email that includes:  
1. A problem statement that describes the topic of the project  
2. At least five questions that the paper may consider addressing  
3. A general statement of your study plan: what kind of published research you will look for, web-sources, any original data collection, and so on.  
This plan may be negotiated with the faculty member. Once the general plan is finalized, provide the faculty member an up-to-date copy of the agreed-upon contract no later than the end of the third week of the semester. |
<p>| No later than the end of the 3rd week | Make sure you are familiar with the APA guidelines; this can be done by reviewing APA guidelines as provided on the HRD Program webpage. |
| No later than the end of the 6th week | Submit a working and detailed outline of the entire paper, as organized at this time. A detailed working outline will begin with the Title, and all subheadings (in APA format). Under each subheading, there should be a note on a paragraph by paragraph basis of what each paragraph will be cover. There should be a List of References that includes a minimum of eight (8) quality references (defined above) |</p>
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<tr>
<td>the end of the 11&lt;sup&gt;th&lt;/sup&gt; week</td>
<td>A draft of the full paper, including a minimum of 20 quality references.</td>
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<td>No later than</td>
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<tr>
<td>the end of the 13&lt;sup&gt;th&lt;/sup&gt; week</td>
<td>The final copy of the paper. Provide a hard copy of the paper; do NOT send an email copy.</td>
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* This schedule applies to the Fall and Spring semester framework. A compressed schedule will need to be negotiated with the Program Director if HRD 695, Independent Study is taken during the summer.