

Guidelines for Developing a Prospectus for Independent Study

I. PURPOSE of DEVELOPING and COMPLETING an INDEPENDENT STUDY

The purpose of an independent study is to **meet the requirements for one of the following:**

Undergraduate Students:

- a.) the **opportunity to do in-depth study on a particular topic of interest in collaboration with a faculty member and to meet requirements for the nursing elective** (must register for Nurs 307).
- b.) the student who needs an additional hour(s) to be full-time.

Graduate Students:

- a.) **the graduate student who is removing a grade of “incomplete” in a separate nursing course that has a clinical or practicum component that requires professional liability insurance coverage.**
- b.) **the graduate student who is interested in the opportunity to do in-depth study on a particular topic in collaboration with a faculty member.**

II. GUIDELINES for DEVELOPING AN INDEPENDENT STUDY

A. In ample time prior to registration for the term in which the study will be done, the student must select a faculty member as sponsor. The student and faculty member may wish to discuss ideas informally before an agreement is made. The faculty member’s research/interest/and or clinical expertise should be in the general area that the student wishes to study. Guidance to the appropriate faculty member may be obtained from the academic advisor, associate dean, department chairs, or dean.

B. Once an agreement is reached between the student and the faculty sponsor, a prospectus is prepared by the student. The typed, dated, and signed (faculty member and student) prospectus must be in the student’s file before registration. Usually a prospectus, following the format below, will be done on one or two pages and must include the number of credits to be attempted. The student and faculty sponsor should retain a copy.

C. Following completion of the study, a one-page, typed summary must be submitted to the faculty sponsor. This must be submitted prior to the end of the term in which the student is registered. The student’s signature, the faculty sponsor signature, date and grade will be placed on this summary sheet. The summary sheet then replaces the prospectus on file in the student’s file and serves as a course description with the grade, faculty sponsor signature and credits earned.

D. The faculty sponsor electronically records the grade in the usual manner.

The independent study carries varying credit. The number of credits requested for the study must be included in the prospectus. When the faculty sponsor approves the prospectus, it should be with the sincere belief that the plan involved will utilize 15 clock hours for each credit earned. For example, a three-credit undergraduate, non-clinical course would meet or have assignments that would equate to 45 clock hours. In a clinical course please consult the associate dean for calculating the hours required. Academic credit for independent study cannot be given for study done as part of another course or during time spent in a position for which remuneration is received or for work done in a summer or Jan-term and registered for after the work is done (ex. missions trip in the summer and enrolled in an independent study for elective credit in the fall semester).

III. **FORMAT for DEVELOPING an INDEPENDENT STUDY PROSPECTUS**

Students enrolling in an independent study should select a topic, content area, clinical practice issue, or current trend in nursing in which he or she has a particular interest. The independent study should provide the opportunity for the student to gain depth of knowledge in the topic of interest. The following areas should be included:

- 1. Identify the topic of interest, content to be studied, or the reason for developing the prospectus. State why this is important for you to study.**
- 2. State the overall goal that is to be accomplished at the completion of the independent study.**
3. Develop specific objectives that will facilitate you to meet the goal.
4. Develop **Learning Activities that will assist in meeting the goal.**
5. **Document Learning Activities or Assignments.**
6. Evaluate how well the goal was met.

IV. **INDICATE the AMOUNT of COURSE CREDIT**

Please check the amount of credit(s) that you propose for the independent study:

Undergraduate Students: Nurs 305 (1 credit)____ Nurs 306 (2 credits) ____ Nurs 307 (3 credits) ____

Graduate Students: **NURG 699 (1-3 credits)**_____ **NUNA 699 (1-3 credits)**_____

Indicate Credit(s)

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