INDEPENDENT STUDY POLICY

Independent Study allows students to pursue projects under faculty advisement and supervision. The projects may be directed field experience, research or development of skills and competencies. Independent Study credit may be earned in any discipline that has compliant course outlines of record.

Independent Study projects may be 1-3 units of credit and require a minimum of 54 hours of directed work per unit of credit. Within the 54 hour minimum, the instructor meets with each student on a weekly basis for at least one hour or a minimum of 18 hours for each one-unit project. The supervising instructor is responsible for keeping documentation of meeting dates/times as evidence of meeting the required number of hours. The proposed project must be approved by the supervising instructor and the division dean, along with notification to the Vice President of Instruction. Independent Study is offered on a credit/no credit basis. A maximum of 6 units may be earned in Independent Study.

Independent Study projects are normally undertaken in the department or division of the student’s academic major. Exceptions to this rule must approved by both the division dean of the student’s academic major and the dean of the division to which the student is applying for exception.

To be eligible for Independent Study a student must be concurrently enrolled in at least one other class at Modesto Junior College except for summer sessions. The student must also show evidence of competence in the academic major and in the area in which Independent Study is proposed.

The proposal is subject to prior approval by the supervising instructor and the division dean in order for the student to enroll in Independent Study.

Independent Study Policy Procedure:

Step 1: Instructor and student work together to complete the form.
Step 2: Student takes form to Enrollment Services to verify eligibility and it is two-fold:
   1. Student must be currently enrolled in at least one other class at MJC (except summer semesters).
   2. A maximum of 6 units may be earned in Independent Study.
Step 3: If approved, the student takes form to Division office that oversees the Independent study course for further processing.
Step 4: Dean reviews/approves.
Step 5: Division office creates section and forwards a copy of completed form to the Vice President of Instruction.
Step 6: Division office notifies instructor that it has been approved and sends the add code and tracking sheet to instructor.
Step 7: Instructor gives add code to the student.
Modesto Junior College
Independent Study Proposal

Date __________ Semester/Year _______ Student Name __________________________ Student ID# _______________

Student Telephone # ________________________ Division __________________ Supervising Instructor___________________

List completed courses (not more than three) or equivalent experience related to the field of Independent Study. Include any other Independent Study projects attempted or completed. If course work was completed at another institution, indicate so.

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<th>Course</th>
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Type of Experience

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<th>Firm or Institution</th>
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Proposed Project (attach pages as necessary)

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<th>Independent Study Section #</th>
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Title __________________________________________ Course # _______________ Units _______
Description __________________________________________

SUPERVISING INSTRUCTOR: COMPLETE THE FOLLOWING: (attach pages as necessary)

1) List the Course Learning Outcomes (CLOs) for this course. These outcomes are unique to this independent study and should reflect the goals of this specific project.

________________________________________________________________________________________________
   _______________________________________________________________________________________________________________

2) Describe ways in which project will be evaluated:

________________________________________________________________________________________________
   _______________________________________________________________________________________________________________

Beginning Date of Project: __________________________ Anticipated Completion Date: __________________________
Faculty Obligation: I understand I must keep accurate records of meeting times/dates as evidence of meeting minimum required hours, and evidence of completion of CLOs. I will turn these records in to division office upon completion of the independent study.
Supervising Instructor Initials __________

Student Approval of Agreement: The policy governing Independent Study is on the reverse side of this form. I have read the policy and understand that I will be enrolled in Section # _______ and that I will be responsible for paying all fees associated with that enrollment. I also understand to receive credit, the project must be completed by the end of the semester.
Student Initials ______________

Signatures Required:

Student ___________________________ Date __________ Instructor ___________________________ Date __________

Eligibility Confirmed by Enrollment Services ___________________________ Date __________ Division Dean (of major) ___________________________ Date __________
Division Dean (of exception to major, if necessary) ___________________________ Date __________

Independent Study Form Draft for Review 02/14/2017 Curriculum Committee Meeting
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Independent Study Proposal

Modesto Junior College

Date ___________ Semester/Year ___________ Student Name __________________________ Student ID# _______________

Student Telephone # __________________________ Division __________________ Supervising Instructor ________________

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Type of Experience     Firm or Institution     Dates

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|        |            |       |
|        |            |       |

Proposed Project (attach pages as necessary) Independent Study Section # ________________

Title __________________________________________ Course # ______________ Units ______

Description __________________________________________________________________________

___________________________________________________________________________________

SUPERVISING INSTRUCTOR: COMPLETE THE FOLLOWING: (attach pages as necessary)

1) List the Course Learning Outcomes (CLOs) for this course. These outcomes are unique to this independent study and should reflect the goals of this specific project.

___________________________________________________________________________________

___________________________________________________________________________________

2) Describe ways in which project will be evaluated:

___________________________________________________________________________________

___________________________________________________________________________________

Beginning Date of Project: __________________________ Anticipated Completion Date: __________________________

Faculty Obligation: I understand I must keep accurate records of meeting times/dates as evidence of meeting minimum required hours, and evidence of completion of CLOs. I will turn these records in to division office upon completion of the independent study.

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Student Initials ________________

Signatures Required:

Student ________________ Date ______ Instructor ________________ Date ______

Division Dean (of major) ________________ Date ______ Admissions Technician ________________ Date ______

Division Dean (of exception to major, if necessary) ________________ Date ______

Independent Study Form Approved 03/31/2015 Curriculum Committee Meeting

Distribution: Original: Division Office Canary: Instructor Pink: Student Goldenrod: Admissions