

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 be 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.

<u>Course</u>	<u>Instructor</u>	<u>Grade</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

<u>Type of Experience</u>	<u>Firm or Institution</u>	<u>Dates</u>
_____	_____	_____
_____	_____	_____

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.

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 _____

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_____	_____	_____
_____	_____	_____
_____	_____	_____

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_____	_____	_____

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Student Initials _____

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Student _____ Date _____ Instructor _____ Date _____

Division Dean (of major) _____ Date _____ Admissions Technician _____ Date _____

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