

INDEPENDENT STUDY PROGRAM

WHAT IS ISP

The Independent Study Program allows upper-division students the opportunity to concentrate on a single subject or area of interest for a period of one or sometimes two quarters. An ISP project should focus on a specific problem. It should be feasible and realizable within the time allotted. The latitude allowed in choice of study is great, but the project must clearly be appropriate to the University's academic purposes.

The project normally involves a full quarter's work (15-18) units. Students making proposals should remember that the study anticipated must be equivalent of a full quarter's, that is, three or four regular courses in the specified field or fields of study. Many proposals are not approved by the Committee on Courses of Instruction because they do not represent the equivalence of workload in regular courses for a quarter.

HOW TO APPLY

Students should complete an Application Form available online at the following link:

http://academicssenate.ucdavis.edu/coci/coci_independent_study_program.pdf. The completed application form must include:

1. A detailed plan of study which indicates a student's preparation and background for this project.
2. The names of one or more faculty sponsors along with letters of endorsement for the project.
3. Proposed distribution of 199 or other course units.
4. A current UCD transcript.

RESPONSIBILITIES

1. A faculty sponsor will guide, mentor, evaluate, grade, and award credit.
2. The department of the faculty sponsor has jurisdiction, just as with all academic course offerings. A faculty member who sponsors an independent study course (usually a 199 course) is presumed to have departmental consent.
3. The Davis Division Committee on Courses of Instruction is charged with reviewing all applications and making the final decision. They sometimes will need a personal interview with the student. They also may require a final report of the results of each project, though they have no influence on the grade or credit.

CRITERIA FOR APPROVAL

The committee reviews each proposal for evidence of: the potential for an independent and creative effort; development of observational, analytical, or synthetic skills; integration of information; and clarity in thinking and expression.

WHEN TO APPLY

Normally the deadline for applications is the end of the second week of the quarter prior to the quarter in which the project is to be undertaken. Later proposals may be considered if the student consults with the Committee Chair.

APPLICATION FORM - INDEPENDENT STUDY PROGRAM

Name: _____ Date Submitted: _____
 Address: _____ Phone: _____
 School/College: _____ Major: _____ Major Advisor: _____
 Quarter selected for your project: Fall ___ Winter ___ Spring ___ Summer ___ Year: _____

1. On a separate sheet, give a concise plan of your Independent Study project, include the following:
 - a. The objective of your project.
 - b. Your background and preparation for the project. What previous experience or course work have you had that relates to the project?
 - c. Resources to be used, such as people, equipment, labs, publications.
 - d. The methods of study. How are you going to carry out your project? How will you organize your time?
 - e. The means of contact with your faculty sponsor (s), discussions, written reports, tapes, films, the frequency of faculty contact.
 - f. The form in which you will be reporting your completed Independent Study Project (written report)?
2. Brief title of the project:
3. Who will be your faculty sponsor (s)?

Name: _____ Dept: _____ Phone: _____

Name: _____ Dept: _____ Phone: _____

NOTE: Each sponsor must prepare a brief letter of endorsement which includes:

1. An appraisal of your project and your ability to conduct the project.
2. An indication of the sponsor's role in the project. Please include letters with your ISP proposal.

4. Show by department (s) and course number how credit for your ISP will be assigned.

Dept: _____ Number: _____ Units: _____

Dept: _____ Number: _____ Units: _____

5. Include a current UCD transcript.

PLEASE NOTE: You must enroll in this course by registering for 199 units in the appropriate departments. It is your responsibility also to make certain that your ISP units will count toward your graduation requirements. You may want to check with your advisor or your dean's office.

Submit your materials to: Committee on Courses of Instruction
 C/O Edwin M. Arevalo, emarevalo@ucdavis.edu
 Davis Division of the Academic Senate
 Mrak Hall, Room 402