Independent Study offers a valuable opportunity for an advanced student who has demonstrated research interest(s) in topics related to personal experience or objectives in the LIS field. Projects can be adapted to individual students' interests or the common goals of a small group of students working together.

Eligibility Requirements for Independent Study:

- Successful completion of nine (9) credits
- Minimum 3.0 GPA
- Ability to make the work and time commitment required of an independent study

Faculty Approval:
In order to register for an Independent Study, you must have prior approval from a supervising faculty member. The supervising faculty member must be a full-time SLIS faculty member. Generally, a faculty member should be approached prior to the registration period. Based on that conversation, the student will then fill out the Independent Study form, which includes a statement regarding the research or project. The statement must include the dimensions of the research involved, the methodology to be used, and the objectives to be researched in the stated project.

Registration Procedures:
Once the form has been signed by both the student and the supervising faculty member, the form is then submitted to slisreg@simmons.edu for processing. By sending this email, you will officially be registering for the course. You will receive a confirmation email from the Registrar's Office once you have been registered; the SLIS Assistant Director and your supervising faculty member will be cc’d on this confirmation. If upon submission of the form it is determined you do not meet the eligibility requirements, you will be notified and not registered for the course. If you do meet the requirements, the course, including the title of the project and supervising faculty member will then appear in AARC as LIS-500 with a section number assigned specifically to you.

Conduct of Independent Study:
It is your responsibility to arrange with the supervising faculty member, the structure and execution of the independent study. You should engage with regular conferences as necessary to keep the supervising faculty member continuously advised of the progress of the research. It
is suggested that such conferences occur at frequent intervals (at least once every three weeks) throughout the semester until the project is completed.

Date Due:
- Projects must be completed in full by the date agreed upon between the student and the supervising faculty member. Interim deadlines for progress may also be established and should be adhered to.
- Request for extension beyond the agreed upon date or a grade of "incomplete" for project work is not normally considered.

Academic Credit
- An Independent Study project will receive a final grade from the supervising faculty member, similar to a regular course.
- To receive academic credit:
  - A complete project must represent substantial accomplishment at a distinguished level of quality.
  - It is of particular importance that the procedures and specifications noted above be observed without exception before academic credit can be extended.

Publication

Students are normally at liberty to publish their own work without permission from the School. The courtesy of a footnote or introductory acknowledgement is, however, requested. The supervising faculty member and other members of the faculty are interested in actively encouraging the publication of completed Independent Study projects representing useful contributions to the professional literature.

Any questions about policies or procedures should be directed to slisreg@simmons.edu.
PROPOSAL FORM FOR INDEPENDENT STUDY

Personal Information:
Name: ___________________________________________________
Student ID: ____________________________________________________________________
Simmons email address: ____________________________________________________________________
Telephone Number:_______________________________________________________
Current GPA: ___________ Number of Credits completed: ____________________________

Proposal Information:
Instructor: ____________________________________________________________________
Title of Project (only 30 characters):
______________________________________________________________________________
Term: __________________________ Year: ________
No. of Credits to be earned in this study: _________

Area of individual research:
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Method to be followed in research:
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Media, personnel, tools, etc. to be used in research:
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
Frequency for review of progress with instructor: ____________________________________

Form of final presentation: ______________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Simmons University Human Subjects Guidelines.
Does this study involve Human Subjects? No___ Yes____

If yes, you must submit a protocol to the Simmons University Institutional Review Board for
review and approval prior to the start of your research study. Simmons University requires
that researchers receive IRB education through a web based training program in human
research subjects' protections—CITI Program. CITI training must be completed prior to the
start of your project. PLEASE ATTACH A COPY OF THE PROOF OF CITI TRAINING
TO THIS FORM.

IRB application materials and link to the CITI Program training may be found at
http://www.simmons.edu/about-simmons/leadership/provost/sponsored-
programs/institutional-review-board. If you have questions about the IRB process please
contact irbprotocols@simmons.edu

Student Signature: ___________________________________________ Date: ____________
Faculty Signature: ____________________________________________ Date: ____________

Date Independent Study form submitted to SLIS Registration Services:
______________________________________________________________________________

Once this form has been signed by the supervising faculty member, submit a copy and any
necessary additional materials to SLIS Registration Services no later than the first day of
classes (slisreg@simmons.edu). A copy of the form will be retained in the Student Services
Center. It is recommended that you retain a copy for your own records as well.