

## **SIMMONS UNIVERSITY - SLIS DIRECTIONS FOR INDEPENDENT STUDY**

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](mailto: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 Workday 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](mailto: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: \_\_\_\_\_

Term: \_\_\_\_\_ Year: \_\_\_\_\_ Credits: \_\_\_\_\_

### 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 on the Simmons website [here](#). If you have questions about the process please contact [irbprotocols@simmons.edu](mailto: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](mailto: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.