



School of Teacher Education and Leadership  
INDEPENDENT STUDY COURSE PLANNING FORM

(To be used with TEAL Courses 4250, 5900, 6550, 6900, 6910, 6920, 6960, 6980, 7900, 7910, 7920)

Student Name: \_\_\_\_\_ A# \_\_\_\_\_

Supervisor for this course: \_\_\_\_\_ Advisor (if different): \_\_\_\_\_

Semester \_\_\_\_\_ Year: \_\_\_\_\_ Course: \_\_\_\_\_ Credit Hrs: \_\_\_\_\_

Title of course/project:

Briefly describe activities to be undertaken (what, when, where, with whom):

What products will be submitted?

Will there be ongoing supervision through the semester?  Yes  No

If yes, on what schedule?

How will the work/product be evaluated for purposes of assigning a grade? If there are specific criteria, please state them.

If the work is not complete by the end of the semester, what grade will be assigned?

(e.g., I, IF, etc.): \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor of course Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Procedures for Enrolling in Individual Study Courses

1. Contact the faculty member with whom you will work and secure her/his agreement.
2. Create a plan that specifies what you will accomplish, how you will accomplish it, when, where, with whom, with what support and supervision, and the criteria to be used in assigning a grade.
3. Use this form to summarize the details of the plan. A copy of that plan should be kept by you, by the supervising faculty member, and the original should be sent to the Graduate Program Coordinator in TEAL (EDUC 385).
4. Grades must be recommended by the faculty member who is supervising the Individual Study Course and should be based on criteria established in the written plan. It is the responsibility of the student to schedule timely meetings to ensure that the required work is supervised and evaluated. It is the responsibility of the faculty member to provide supervision and evaluation as specified in the plan.
5. This form must be received by the Graduate Program Coordinator before you register for the course.
6. The faculty supervisor will submit a grade at the end of the semester to the Instructor of Record for the course.
7. Do not sign up for Individual Study Courses, Internships, etc., in the School of Teacher Education and Leadership without the active involvement and collaboration of a supervising faculty member in the department.