Students and faculty are advised to observe the Guidelines below on individual courses. Please remember that registration for these courses is governed by the same rules as all other courses. Students must get approval of their contracts prior to registration. A copy of each contract must be submitted to the Department, and is due no later than the first day of classes for the semester in which the course will be taken.

The burden of preparing independent study/individual research proposals rests with the student. Typically, the student will approach the instructor with an idea for a project. The instructor will discuss the feasibility of the proposal with the student. The student will prepare a written proposal meeting the requirements of the contract for the course. Once the student and the instructor agree to the specifics of the written contract and the attached section entitled, “substantive requirements”, the contract will be circulated for signature.

Once the proposal is approved, the student will be issued a permit and the course information will be emailed. The student is responsible for registering for the course according to University deadlines.

**STANDARDS FOR POS 6909 (Independent Study)**

- Offered S/U ONLY
- Variable credits (1 to 3 credit hours)
- Projects are independent reading projects

The proposal must include the following:

1) A statement of readings. This statement must include the significance of the reading area for some problem in political science or the significance of the reading area for the curriculum of the individual student. Also, the statement should demonstrate that the reading to be done is wide enough to be meaningful, but sufficiently focused to be finished in the period and for the amount of credit hours designated.

2) A bibliography of readings. This need not be exhaustive, but it must reflect adequate planning to indicate the student is prepared to begin the course at the beginning of the semester enrolled.

3) Specification of the project to be submitted as to form and content.

**STANDARDS FOR POS 6919 (Research)**

- Offered S/U ONLY
- Variable credits (1 to 19 credit hours)
- Projects for POS 6919 are research projects

The proposals should include the following:

1) Statement of problem (questions, hypothesis, etc.) To be researched (answered, tested, etc.) This statement should establish the significance of the problem for the student, a problem narrow enough or specific enough to be handled in the amount of time for which credit is sought.

2) Statement of methods for handling the problem. Methods for graduate research need not be rigidly scientific - but they must be specific if we are to avoid disagreements later concerning the terms for fulfilling the contract.

3) A bibliography which, while not necessarily exhaustive, reflects the detailed planning which should go into these proposals.

4) Specifications of the product to be submitted, not only as to form (paper, report, etc.), but also as to content (summary of expected findings, typically).
INSTRUCTIONS:

- Students must have a completed contract in order to register for these credits. Any credits taken as Independent Study or Directed Research without prior permission of the Department will not be counted toward graduate degree.
- Students may take a maximum of 3 hours of Independent Study (POS 6909) and a maximum of 3 hours of Directed Research (POS 6919).
- Please review Departmental Guidelines prior to preparing your contract.

Submit form to department (SOC352) no later than the first day of classes to guarantee adequate time for processing before registration closes.

STUDENT NAME: ______________________________
STUDENT NUMBER: __________________________
STUDENT EMAIL: ______________________________

SEMESTER: _______ YEAR: _________________
DEGREE PROGRAM: ___________________________
INSTRUCTOR: ________________________________

CHECK ONE:

☐ POS 6909 - Independent Study (S/U ONLY)  TITLE: LITERATURE REVIEW  Credit Hrs: 3
☐ POS 6909 - Independent Study (S/U ONLY)  TITLE: __________________________  Credit Hrs: ______
☐ POS 6919 - Directed Research (S/U ONLY)  TITLE: __________________________  Credit Hrs: ______

Justification for taking this course:

☐ Regular class on the subject is not available
☐ No class in the field being offered by any department
☐ Needed to graduate (choose this option for Lit Review)
☐ Other - explanation must be attached or form will not be processed

Hours to be counted as:

☐ Literature Review
☐ Substitution for a core course _____________________________
☐ An elective in Major area __________________________________
☐ An elective in Minor area __________________________________
☐ Other than Political Science requirement ______________________

PROPOSAL MUST BE ATTACHED (Department will not process without proposal - see Guidelines above)

Signatures:

Student: ________________________________  Date: ________________
Instructor: ______________________________  Date: ________________
Graduate Director: ______________________  Date: ________________
Department Chair: ______________________  Date: ________________