

## Department of Government and International Affairs

### **Guidelines for Independent Study (POS 6909) and Directed Research (POS 6919)**

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) The end result should be a paper approximately 50pp. in length, including bibliography.
- 2) In consultation with the instructor, the student should focus on the scholarly literature for a substantial subfield including major books as well as articles, and it should include the most recent work on the topic [not textbooks, but original sources].
- 3) The student is responsible for compiling the list of works to be included in the review and submit to the instructor for approval.
- 4) The paper should identify and discuss major issues, methods, controversies, trends, differing perspectives in the literature.
- 5) The deadline for handing in this literature review is the last day of classes.
- 6) This class will be graded S (satisfactory) or U (unsatisfactory). An S grade is needed for graduation.

#### **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).

DEPARTMENT OF GOVERNMENT & INTERNATIONAL AFFAIRS  
College of Arts & Sciences  
**CONTRACT FOR GRADUATE INDEPENDENT STUDY / DIRECTED RESEARCH**

**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: U _____
STUDENT EMAIL: _____
SEMESTER: _____ YEAR: _____
DEGREE PROGRAM: _____
INSTRUCTOR: _____

**CHECK ONE:**

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

**Justification for taking this course:**

- Regular class on the subject is not available  Needed to graduate (option for Lit Review)
- Other – form will not be processed if explanation not attached  No class in the field being offered by any dept.

**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: _____