

ECET Department Independent Study Course Policy  
Effective 1/1/06

Independent study is provided for two purposes in ECET. The first is to provide a way for students to earn credit and documented experience as laboratory assistants during scheduled lab sessions. In these cases the title of the project is always 'Laboratory Assistant'. Credit for these types of projects is 1 hour per lab section assisted and is always pass/fail.

The second reason that independent study is provided is to allow students to do additional work that is for their benefit in studying beyond the topics offered in the classroom. In some cases the results of their efforts may also be of benefit to ECET, but the primary purpose is to benefit the students. These projects are titled appropriately to the project, and the credit hours should be in accordance with the project expectations.

In either type of project, the project credit and title are placed on the student's transcript and are often used as aids to job placement. Consequently, it is important that the independent study courses be appropriately rigorous for the credit received. A student who earns at least 3 credit hours of passing independent study credit of the second type (see above) may use it to satisfy the 'free elective' requirement of the curriculum. Additional independent study credit hours may not be used to count towards the EET degree.

In order to standardize the handling of students who wish to do independent study of the second type, the following guidelines are to be followed:

1. Students wishing to register for independent study must prepare a written proposal for the independent study project. The proposal must detail the purpose of the project, the general steps to be completed as a part of the project, the deliverables from the project (one of which must always be a final report – see below), and the standard to use in judging the grade to be earned by the project. Signature spaces must be provided on the front of the proposal. The proposal, signed by both the student and the supervising professor, is required to register for the independent course. The proposal is kept in the student's permanent file.
2. The student must then complete the project under the active guidance of the supervising faculty member. If necessary, the proposal criteria may be modified by mutual agreement of the faculty member and the student as the project progresses.
3. At the conclusion of the project, a final report must be generated by the student detailing the results of the project and any deviations from the original criteria presented in the proposal. This report is to be signed by the student and the faculty member and be submitted before any grade is awarded in the course. In the absence of a report, a failing grade will be awarded. An Incomplete (I) may be awarded in accordance with university policy.
4. Both the proposal and the final report will become a part of the student's permanent file in the ECET office.