



UNIVERSITY OF  
SOUTH FLORIDA  
ST. PETERSBURG

## College of Arts & Sciences Procedures for Independent Study and Research Contracts

### Introduction

The College of Arts & Sciences prides itself in providing students with an opportunity to have a close working relationship with faculty. Independent Study and Independent Research Contracts provide students an individualized program of study or research tailored to student needs

The student and faculty must work closely to develop a course of study consistent with the State of Florida credit hour standard. Each credit hour earned must approximate at least 1 hour of class and two hour of out-of-class student work. A three credit hour class should involve 9 hours of work per week in a 15-week semester.

### University Course Description

It is the responsibility of the faculty member in collaboration with the student to ensure the selected course prefix and number meets the requirements of the student's degree program. All degree program requirements can be found in the University Catalog specific to the student's catalog year (<https://www.usfsp.edu/catalog/>). If questions exist regarding the degree program the student should seek advice from an Academic Adviser.

The three types of individualized programs of study include: Internship, Independent Study, and Independent Research. Internships are arranged by the College of Arts & Sciences Internship Coordinator, who works with the student and faculty member to develop an Internship plan. This document addresses all other Independent Study Contracts and Independent Research Contracts.

#### Definitions:

- **Independent Study / Directed Study / Directed Readings:** Registration by contract only. The student and faculty member plan and conduct an intensive program of study not covered in regular course offerings and under the supervision of a faculty member. The course typically involves extensive reading and/or literature reviews outlined in the syllabus. This course typically results in a work product produced by the student at the end of the course to demonstrate mastery of the material. **Grading is S/U only. See Catalog for departmental pre-requisites and restrictions on the course.**
- **Independent Research / Directed Research / Individual Research:** Registration by contract only. The student and faculty member plan and conduct a **research project** in an area of interest to the student and faculty member. Description of the project and work

responsibilities are outlined in the project description. This experience is not covered in regular course offerings. A work product is produced by the student at the end of the course to demonstrate collection and/or analysis of research data. Grading is S/U only. **See *Catalog for departmental pre-requisites and restrictions on the course.***

## College Procedures

1. The student identifies a faculty member who is willing to sponsor their independent study or research. They meet and develop a course of study outlined in the Syllabus or Research Project Description.
2. After meeting with an adviser and reviewing the degree program in the catalog, the student in consultation with the faculty member identifies the correct course prefix and number that meets program requirements.
3. The faculty member identifies the correct 5-digit course reference number (**CRN**) by looking in **OASIS** ( <http://www.registrar.usf.edu/ssearch/staff/staff.php> ) in the 4<sup>th</sup> column on the left. If the appropriate course is not open in OASIS, the faculty needs to request a **NEW** course reference number on the form. The Administrative Specialist will work with the College Scheduler to open a new section in the faculty members name.
4. The faculty member completes the **Course Information** section of the contract to indicate the correct Prefix, Number, Title, Credit Hours, Semester & Year.
5. Both Student and Faculty must sign the form, to ensure the contract is valid. ***Incomplete or unsigned forms will be returned to the faculty member.*** Both the Faculty member and the student should have their own copy of the contract. The Faculty member submits the Contract and Syllabus to the Department Chair, who reviews and signs the form.
6. The Department Chair submits it to the Administrative Specialist for that particular Department, who submits it to the Dean or Associate Dean for review and signature.
7. On approval of the Dean or Associate Dean, the contract is submitted to the Administrative Specialist who issues the student a permit and informs (via email) both the student and the faculty member that the permit is issued.
8. It is the student's responsibility to register for the course in OASIS and to ensure they have registered for the correct number of hours, if it is a variable credit course.
9. The Administrative Specialist will scan a copy of the contract and file it in the College of Arts & Sciences Q drive for future reference.