

INDIVIDUALIZED LEARNING EXPERIENCE  
(Independent Study or Practicum)  
COURSE DESCRIPTION FORM

**At the conclusion** of an independent study or practicum, the student should file a typed INDZ course description form with the Mentor. The Mentor forwards this description to the Registrar's Office for inclusion in the student's permanent record. (Note: if more than one student is registered for the same INDZ, a completed course description for for each student should be submitted with the grade sheet.) The title of the INDZ is entered on the student's transcript. (Note: Transcript titles are limited to 42 characters.) The grade will be recorded as incomplete is the course description form does not accompany the grade sheet.

Session: \_\_\_\_\_ Mentor: \_\_\_\_\_

Name: \_\_\_\_\_ Student Number: \_\_\_\_\_

Course Number: \_\_\_\_\_ Section: \_\_\_\_\_ Credit Hours: \_\_\_\_\_

Short Title for Transcript: \_\_\_\_\_

Brief Course Description: \_\_\_\_\_

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Mentor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

PLEASE PRINT

WEBSTER UNIVERSITY  
INDIVIDUALIZED LEARNING EXPERIENCE  
PERMISSION CARD

Student: Last Name First Name Student Number

Has my permission to take  
(Check course number)

INDZ 2000 2500 3000 3500 \_\_\_\_\_  
Course Number No. of Cr. Hours Title of Study

16 week  
1<sup>st</sup> 8 wk  
2<sup>nd</sup> 8 wk

Mentor: Last Name First Initial Term and Year / Check one: \_\_\_\_\_

\_\_\_\_\_  
Mentor ID number

Signed: \_\_\_\_\_  
Department Chair Date

To be filed with appropriate forms for registration in the Office of the Registrar

Webster University  
Individualized Learning Experience Petition Form

Completed petition, a course description, and a completed permission card with the appropriate course number circled should be returned to the department in which the INDZ is being done. The Registrars office must assign the section number.

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

Local Address: \_\_\_\_\_  
\_\_\_\_\_ Zip \_\_\_\_\_

Faculty Mentor: \_\_\_\_\_

INDIVIDUALIZED LEARNING EXPERIENCE (CHECK ONE)

- Practicum (field work, internship)
- Independent Study (other than a reading course)
- Sabbatical (precludes concurrent registration)

YEAR \_\_\_\_\_  
Fall 1 \_\_\_\_\_; Fall 2 \_\_\_\_\_; Spring 1 \_\_\_\_\_; Spring 2 \_\_\_\_\_; Summer \* \_\_\_\_\_;

Number of Credit hours \_\_\_\_\_

Short title for INDZ for transcript: \_\_\_\_\_  
\_\_\_\_\_

\*permission of academic dean needed for summer INDZs only

Completion of INDZ

Independent studies and practica are evaluated on a credit/no credit basis unless the mentor agrees to issue a letter grade and the proposal includes a basis for grading. Sabbaticals, which are full time experiences and preclude student from registering for any Other academic work, are always evaluated on a credit/no credit basis.

At the conclusion of an independent study or practicum, the student should file a typed INDZ course description form (for independent studies or practica) or abstract (for sabbaticals) with the mentor. The mentor forwards the description or abstract to the Registrar's Office with the grade sheet for inclusion in the student's permanent record.

Grade sheets which are submitted without the course description form will be return to the department and an Incomplete grade will be recorded.

Signatures:

Student \_\_\_\_\_ Date \_\_\_\_\_

Mentor \_\_\_\_\_ Date \_\_\_\_\_

Dept Chairperson \_\_\_\_\_ Date \_\_\_\_\_

Academic Dean \_\_\_\_\_ Date \_\_\_\_\_