

# **WEBSTER UNIVERSITY**

GRADUATE SCHOOL OF EDUCATION

## **INDEPENDENT STUDY**

**6/2010**

WEBSTER UNIVERSITY  
GRADUATE SCHOOL OF EDUCATION

MEMO TO: Graduate School of Education Degree Seeking Student

FROM: School of Education Graduate Office

Steps for completing Graduate Independent Study paperwork:

1. Review instructions, etc. enclosed
2. Complete Preliminary Request Form (page 3) and secure the signature of Advisor/Director of Study
3. Write 250-word synopsis
4. Complete Independent Study form (marked official copy, which is the last page of this packet) and secure signature of Director of Study
5. Deliver or mail the following three items to the School of Education Office.

- 1. Signed Preliminary Request form,**
- 2. 250 word synopsis and,**
- 3. Official Copy Independent Study form (signed by you and the Director of the Study**

6. After your Independent Study has been approved by the Coordinator and the Chairperson you will receive written approval along with a copy of your material, thus giving you permission to begin your study.

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**GUIDELINES FOR FORM AND ORGANIZATION  
OF AN INDEPENDENT STUDY**

The Independent Study Project brings together in an organized form an educational experience the student plans to explore and develop. The subject matter of each student's Independent Study Project reflects that particular individual's interests, background, and skills. Drawings, published curriculum projects, slide-tape presentations, video interviews, or computer programs are all possible. Within this broad framework, most students will present their work in written form. No matter what the final form, each student is required to provide a title page, index, and summary of his or her Independent Study Project materials. These "Guidelines for Form and Organization for Independent Study Projects" are presented to provide uniform instructions.

**General Considerations**

Written material can be handled most conveniently when it is presented on 8 1/2" by 11" paper, and is typed, double-spaced, in black ink. For professional appearance and ease of binding there should be at least 1" blank margin at the top, bottom and each edge. There should be a page number at the top center of each sheet, approximately 1/2" from the top of the paper.

The written material may be permanently bound, or mounted in a temporary spring-type binder (such as the ones produced by Elbe or National, and available in a variety of thickness from a local office supply store).

**Title Page**

The title page information, along with the Independent Study cover sheet, provide the basic bibliographic data for easy identification and storage. There is an example of a completed title page at the back of these "Guidelines."

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### **The Body of the Independent Study**

Guidance on generally accepted standards for written materials can be obtained from Student's Guide for Writing College Papers by Kate L. Turabian (third edition, 1976) which is readily available through a local bookstore or library. Footnotes and bibliography are very important in establishing the source and authority for ideas that are presented, and relating the student's work to other authors in the field. The "Guide" by Kate Turabian provides clear and thorough assistance with bibliography and footnotes.

Slides or cassettes should be presented in 8 1/2" by 11" photo-album pages, again clearly labeled with titles, descriptions and author or photographer. Paper items which are larger than 8 1/2" by 11", such as drawings, should be neatly folded, whenever possible, to the standard 8 1/2" by 11" size. Where this is impractical, these items may be presented rolled into tube containers, always clearly labeled on the outside of the tube with title, description and the name of the student author or artist.

### **Directions for Completing the Preliminary Request Form and Synopsis**

The Preliminary Synopsis is designed to provide us with your initial ideas about the Independent Study Project. Indicate any specific needs or considerations you have concerning the timing of your program or any other data you think we should have. DO NOT BEGIN THE INDEPENDENT STUDY UNTIL THE PRELIMINARY REQUEST FORM AND SYNOPSIS HAS BEEN SUBMITTED AND APPROVED BY YOUR ADVISOR, FACULTY MENTOR OR COORDINATOR.

It may be that you have done a lot of thinking about a possible Independent Study Project and even have some potential project ideas. Please use the synopsis form to communicate these ideas to us so we may choose the most appropriate Faculty Mentor for you.

The Independent Study Project represents an example of your work and documents expertise in your field. When examined it indicates to the review committee that you have indeed achieved a level of knowledge and ability consistent with the degree program; full credit, partial credit or no credit will be assigned by the committee and grades issued within normal semester guidelines.

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PRELIMINARY REQUEST FORM

**INDEPENDENT STUDY PROJECT**

Student Name \_\_\_\_\_ Home Phone \_\_\_\_\_

Address \_\_\_\_\_ Work Phone \_\_\_\_\_

\_\_\_\_\_ Mentor \_\_\_\_\_

City State Zip

Title \_\_\_\_\_ Credit Hours \_\_\_\_\_

(33 characters or less)

Prepare and attach to this form a synopsis of 250 words of your preliminary ideas, plans, or proposal for your Independent Study Project. This is a suggested outline of how you can organize the material for the Independent Study Project once the synopsis is approved.

- I. General Introduction to the overall subject.
- II. Specific definition of the problem the Independent Study Project will consider.
- III. Be sure to include:
  - a. Your Learning Objectives
  - b. The Method of Evaluation
  - c. Role of your Mentor
- IV. Procedure:
  - a. Gather sources of necessary information and materials.
  - b. Identify significant factors.
  - c. Describe how gathered factors affect subject matter.
- V. Conclusions, generalizations and recommendations.
- VI. Bibliography.
- VII. Supporting materials and documentation.

If you are unsure of the details of your topic, please return the synopsis with the general area of interest and we will assign you a faculty member to assist and help you complete the Independent Study Request.

I declare that the Independent Study material submitted to Webster University will be my own work - or fully and specifically acknowledged wherever ideas have been adapted from other sources. I understand that if at any time it is shown that I have significantly misrepresented materials presented to the University, any degree or credit based on that material may be revoked by Webster University.

**Signatures:**

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

Advisor/Faculty Mentor \_\_\_\_\_ Date \_\_\_\_\_

Coordinator \_\_\_\_\_ Date \_\_\_\_\_

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

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Example of a Title Page

THIS IS THE TITLE OF THE INDEPENDENT STUDY PROJECT  
IF TWO LINES ARE REQUIRED, THEY ARE DOUBLE SPACED

BY

Student's Name Here

Site Coordinator, Mentor or Advisor's Name Here

School of Education Major Here

Date

**Webster University**

**Independent Study – School of Ed**  
**(This form must be completed and submitted at time of registration.)**

Circle Session: FA1 FA 2 FAS SP1 SP2 SPS SU

Financial Aid: \_\_\_ Yes \_\_\_ No

NAME \_\_\_\_\_

DIRECTOR OF STUDY \_\_\_\_\_

DEPT. \_\_\_\_\_ COURSE NUMBER 5200 CREDIT HOURS \_\_\_\_\_

TITLE OF STUDY \_\_\_\_\_

33 characters or less

**PROPOSED PLAN OF STUDY (This should include methods of evaluation):**

**SIGNATURES:**

Student \_\_\_\_\_

Date \_\_\_\_\_

Advisor/Faculty Mentor \_\_\_\_\_

Date \_\_\_\_\_

Coordinator \_\_\_\_\_

Date \_\_\_\_\_

Dept. Chairperson \_\_\_\_\_

Date \_\_\_\_\_