

Independent Study Project Intent Form

Legal First Name	Legal Middle Initial	Legal Last Name
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Term _____

General Information

An Independent Study Project is an opportunity for you to explore an area of interest to you that is not covered by other courses in your program. Each Independent Study Project may be 1-3 quarter credit hours in value; however, you may not complete more than 3 credits of Independent Study overall in your program. An Independent Study Project is considered an elective and *may not* be completed in lieu of your core or supplemental course graduation requirements.

Please allow at least **7 weeks before the term** in which you wish to complete an Independent Study to complete the entire approval and registration process. **You must register for Independent Study Project before the first day of the term.** Registrations for Independent Study Project on or after the first day of the term will not be accepted.

Approval and Registration Process

1. **This intent form** must be completed and submitted to the Faculty Coordinator, who will verify that your proposed Independent Study Advisor meets our criteria. All Independent Study Advisors must have a Masters Degree and familiarity with the proposed topic.
2. If your proposed Independent Study Advisor meets the criteria **and** they are current Birthingway faculty members, the Faculty Coordinator will return this form to you.
 - a) If the proposed Independent Study Advisor meets the criteria **but** they are not current Birthingway faculty members, you must allow at least one month for Birthingway to complete the hiring process. During this time, you may submit your proposal.
3. **You must then complete a proposal** which must include:
 - Proposed topic (narrowly defined, related to your program)
 - Proposed project (types of research, writing, activities you will engage in)
 - Proposed number of hours and how hours will be spent
 - Proposed credit value (Each credit hour is approximately 30-40 hours of work during the term)
 - Proposed Independent Study Advisor
4. Once you have a finished proposal you must present it to your Independent Study Advisor. They will indicate that they have reviewed the proposal by signing here.

Independent Study Advisor (Signature): _____ Date: _____

5. Once you have a completed proposal and the approval of your Independent Study Advisor you must attach the proposal to this form and **submit both to the Academic Coordinator.** Allow three weeks for review.
6. If your proposal is approved, the Academic Coordinator will assign a course number and provide you with a *Registration for Independent Study Project* form, which you must complete and turn in with payment before the first day of the term. The Academic Coordinator will also give you a sample time line and a time sheet.
7. If your proposal is denied, you may remediate or bolster your approval. Reasons for denial may include, but are not limited to: material already covered in another course (redundant), study not relevant to midwifery, or sufficient time has not been allowed to complete project.

Additional Requirements

1. Once the term begins, you and your Independent Study Advisor must meet within the first two weeks of the term to prepare a time line for project completion.

2. Throughout the term, you must have no fewer than 3 additional meetings with your Independent Study Advisor in person or by phone.
3. During the term, you must complete a time sheet logging hours spent. This includes time with your Independent Study Advisor. At the end of the term, you will submit this time sheet and time line to be kept in your student academic file.
4. The Independent Study Project must be completed by the last day of the term.

Student Name: _____

Proposed Topic (1-2 sentences):

Proposed Independent Study Advisor: _____

Proposed Number of Credits 1 2 3 I don't know

I have read and understand the above information. I understand that if I have questions or concerns, I may contact the Faculty Coordinator and/or the Academic Coordinator.

Student Signature

Date

For Office Use Only

Proposed Independent Study Advisor: Approved Disapproved

Approved Independent Study Advisor: Current Birthingway Faculty External

Date form returned to student _____

Faculty Coordinator Signature : _____ Date: _____

Credits: _____ Course # Assigned: _____

Academic Coordinator Signature : _____ Date: _____