

Department of Communication  
**INDEPENDENT STUDY**  
COMM666 / COMM866

**CONTRACT**

Updated: Aug 2018

**The following information should be noted relative to Graduate level Independent Study registration:**

1. Registration in an Independent Study course can only be completed by department staff. Restrictions prevent students from registering themselves.
  2. COMM666 is for MA students ONLY. COMM866 is for PhD students ONLY.
  3. Study projects are to be **completed within one semester**. Grades of I (Incomplete) are awarded only in cases of emergency where conditions beyond the control of the student prevent completion of the work on time.
  4. Regular conferences, beginning with the first week of a term, are expected to be held between the student and his/her faculty sponsor.
  5. Approved study projects may not be changed without written approval of the independent study faculty sponsor and the Department of Communication's Director of Graduate Studies.
  6. The materials by which the study project will be evaluated must be submitted to the faculty sponsor prior to the beginning of the final examination period.
  7. Three credit hours in Independent Study is the maximum allowed in any semester.
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STUDENT NAME (**Print** clearly): \_\_\_\_\_ STUDENT ID #: \_\_\_\_\_

Semester taken: \_\_\_\_\_ Number of credits (1 – 3): \_\_\_\_\_

EMAIL (**Print** clearly): \_\_\_\_\_ Circle which course: COMM666 COMM866

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Faculty Sponsor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**CREATE A PROPOSAL:**

1. Follow a double spaced TYPEWRITTEN format
2. Include a working Title of Proposed Study
3. Include a statement of your plan of study. Statements should be between two and three pages and must provide the reader with the specifics of your proposal, including the materials and methods by which the project will be evaluated by the sponsoring Communication professor.
4. Include the requirements of the faculty sponsor. You must meet with your faculty sponsor and outline the specific requirements of the course. The requirements are to be summarized within one page and be included as part of your proposal.
5. **Attach the proposal to this completed contract** and deliver the contract to the Department of Communication's Graduate Director for review and approval.
6. After the Graduate Director approves the contract, it will be reviewed by the Department Chair for approval.
7. When the proposal is approved, Graduate students will be registered in COMM666 by department staff.

**APPROVAL (COMM Graduate Director):** \_\_\_\_\_ Date: \_\_\_\_\_

**APPROVAL (Department Chair):** \_\_\_\_\_ Date: \_\_\_\_\_

Registered by: \_\_\_\_\_ Date Registered: \_\_\_\_\_

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Independent study experiences allow graduate students to work one-on-one with a professor on an in-depth and/or specialized project. Graduate students who wish to pursue an independent study project in Communication should first meet with the Department of Communication's Graduate Director.

After receiving approval from the Graduate Director to pursue the independent study, graduate students should meet with the faculty sponsor and prepare a written proposal that includes: the purpose, expected results, sources, and value of the project. The specific criteria the faculty will use to evaluate the project **MUST** be included. The faculty and student should attach this proposal to a completed independent study contract. The completed contract and proposal must then be approved by the Communication Department's Graduate Director before submission to the Department Chair for approval.

Students will be registered in COMM666 or COMM866 by department staff if and when their proposal is approved.

Department of Communication  
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