

UCI School of Humanities
Department of Film & Media Studies
Humanities Gateway Building 2000
Phone: (949) 824-3532 Fax: (949) 824-2464

Independent Study General Guidelines
*Professional Internship (197), Creative Project (198),
Directed Research (199)*

The independent-study option, available primarily to upper-division students, allows a student to create a course with an instructor. The plan for the course may include a reading list, a group of assignment(s), examination(s), paper(s), or similar evidence of intellectual achievement on which academic credit will be based. A description of the course and requirements must be approved by the student's faculty supervisor and the Undergraduate Program Faculty Coordinator. Independent study credit is limited to Pass/Not Pass and up to four units per quarter.

In order to organize an independent study course, you need to do the following:

- 1) Find an instructor who will be willing to act as your faculty supervisor.
- 2) Create a course topic, reading list and objectives for your independent study, and decide with your faculty supervisor how your academic performance will be measured.
- 3) Complete the Independent Study Proposal by filling in all applicable fields and obtaining your faculty supervisor's signature. **Submit all required forms along with a one-page essay describing your independent study project and goals** to Sylvia Meza-Tallada, the Personnel and Program Analyst, at Smezatal@uci.edu
- 4) Obtain a course code and an authorization code and enroll in the course via WebReg.
- 5) Please follow additional guidelines provided for internship applications.

This process must be completed by the end of the first week of the regular academic quarter to meet the UC Irvine add deadline.

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Course code: _____
Authorization code: _____
Dept: _____

Independent Study Proposal

Independent Study proposals must be approved by the faculty advisor and department chair *and the student must be fully registered in the course by the end of the second week of the quarter.* **In addition to getting the proposal approved, the student must obtain a course code and authorization code from the faculty member's Department Office and enroll via WebReg.**

If you wish to receive credit for your Independent Study course toward degree requirements other than elective units, you must also petition for approval from the Humanities Undergraduate Counseling Office using the Undergraduate Student Petition Form.

NAME _____ Student I.D. _____
Address _____ Major _____
_____ Email _____

Class Level: Fr___ So___ Jr___ Sr___ Quarter/Year _____

Faculty supervisor's name _____ & Department _____ Units _____

TOPIC _____

TEXTS _____

PAPERS _____

EXAMS _____

OBJECTIVES _____

SUPPORTING	COURSE	WORK	TAKEN	AT	UCI
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SIGNED: (1) STUDENT _____ DATE _____

(2) FACULTY _____ DATE _____

(3) CHAIR _____ DATE _____

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Independent Study

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In order to organize an independent study course, you need to do the following:

- 1) Find an instructor who will be willing to act as your faculty supervisor.
- 2) Create a course topic, a reading list, and course objectives for your independent study; decide with your faculty supervisor how your academic performance will be measured.
- 3) Fill out the Independent Study Proposal and obtain the signatures of your faculty supervisor and the Department Chair of your supervisor's department.
- 4) Obtain a course code and an authorization code from your faculty supervisor's Department Office. Enroll in the class via WebReg using the provided course code and authorization code.

This process must be completed by the end of the second week of the quarter to meet the School of Humanities add/drop deadline.

NOTE: If you wish to receive credit for your Independent Study course toward degree requirements other than elective units, you must also:

- 1) Fill out a Humanities Undergraduate Student Petition Form, specifying which requirement you wish to satisfy with your Independent Study course.
- 2) Attach a copy of your approved Independent Study Proposal.
- 3) Obtain the signature of the Undergraduate Director and submit the petition form to the Humanities Undergraduate Counseling Office in HIB 143 for Dean's approval.

Internship Credits

It is the policy of the School of Humanities that students normally not be allowed to earn credit for off-campus internships. Exceptions may be made under some circumstances, such as when the terms of an academically-appropriate internship absolutely require that credit be earned OR when the internship is judged by a department or program to promote a student's academic goals.

A maximum of four units toward graduation can be earned for internships. Keep in mind that the internship will not be counted towards the major AND the instructor will in all cases require a substantial academic product, such as a paper, as a part of the internship.