

*Ida V. Moffett School of Nursing
Independent Study
Guidelines for Developing a Prospectus*

The prospectus for independent study should contain the following elements:

- 1. Problem:** A concise statement is needed that identifies the primary issues of the study as it relates to the health needs of an individual or groups. The student may also wish to identify why the problem is of interest.
- 2. Purpose:** This is followed by a statement which further delimits the precise area of the problem under study.
- 3. Objectives:** Objectives need to be stated in terms of what the student expects to learn from the study.
- 4. Plan of Action:** The student should state, in narrative form, how objectives will be reached. Problems that may be encountered should also be projected, if anticipated, by the student. The plan may be practical action, or it may be literary in nature. Observations and/or assessments, however, should be validated. It is also recognized that the plan should provide some flexibility for change if the situation warrants.
- 5. Evaluation:** The student must indicate how learning outcomes will be evaluated as predicted in the objectives.

Guidelines for Implementing an Independent Study Plan

- A.** In ample time prior to registration for the term in which the study will be done, the student must select a faculty member as sponsor. The student and faculty member may wish to discuss ideas informally before an agreement is reached. The faculty member's interest/research and/or clinical expertise should be in the general area that the student wishes to study. Guidance to the appropriate faculty member may be obtained from the student's academic advisor, assistant deans, graduate program director, or dean.
- B.** Once an agreement is reached between the student and the faculty sponsor, a prospectus is prepared by the student. The typed, dated, and signed (faculty member sponsor and student) prospectus must be in the student's file before registration. Usually a prospectus, following the format presented above, will be one or two typed pages and must also include the number of credits being attempted. The student and faculty member sponsor should retain a copy.
- C.** Following completion of the study, a one-page typed summary must be submitted to the faculty sponsor. This must be submitted prior to the end of the term in which the student is registered. The student's signature, the faculty sponsor's signature, date, and grade will be placed on this summary sheet. The summary sheet then replaces the prospectus on file in the student's record retained in CHA 303 and serves as the course description with the grade, faculty member signature, and credits earned.
- D.** The faculty sponsor completes the grade sheet in the usual manner.

The independent study carries varying credit. The number of credits requested for the study must be included in the prospectus. When the faculty sponsor approves the prospectus, it should be with the sincere belief that the plan involved will utilize 15 clock hours for each credit to be earned. Therefore, if a student is wishing to complete an independent study for four credits, a total of 60 hours must be able to be accounted for in a manner previously agreed upon and identified in the narrative plan portion of the prospectus. Academic credit for independent study cannot be given for study done as part of another course or during time spent in a position for which remuneration is received.