The student must prepare a written proposal summarizing the intended study. As a minimum this should indicate the objectives, nature, and scope of the study, the resources needed or used, their location and availability. It must also explain why an existing structured course (including seminars) cannot meet the needs of the student. The proposal must also indicate what the expected end product may be (for example, a paper, annotated bibliography, abstract, theatrical productions, videotape, questionnaire, etc.). Any special or unusual time schedule should be indicated, and the proposal must be signed and approved by the student, the academic advisor, and the instructor. The student should submit 4 (four) copies of the signed form and any attachments to the Associate Dean’s Office. The copies of the agreement are to be distributed as follows: one copy to the student, one copy to the instructor, one copy to the advisor, and one copy to the student’s official folder.

This form is to be completed by each undergraduate or graduate student registering for independent study/independent research. It must be signed by the faculty member of the project, the student’s academic advisor, and the Associate Dean.

This form must be completed on or before the date listed in the University Academic Calendar for adding semester courses. Students will not be permitted to enroll in independent study or independent research courses after the posted deadline.

Semester ____________________________________________________________
Student Name _______________________________________________________
Department __________________________________________________________
Course # and Title ____________________________________________________
Faculty Member ______________________________________________________
Proposed Project ______________________________________________________

______________________________________________________________
(Faculty Member Signature)
______________________________________________________________
(Academic Advisor Signature)
______________________________________________________________
(associate Dean)

# Credit Hours ___________
SSW 690 & 760 are variable credit (2-6 credits). When registering for the course, the system defaults to 2 credits. You must manually change it if you are registering for 3 or more credits.

Date
School of Social Welfare
University at Albany

Procedures for independent study (SSW 690)
or independent research (SSW 760)

Prerequisites: Graduate status, matriculated in, at least, second semester

If you are planning on SSW 690 meeting an Advanced MACRO or Advanced Policy course requirement, the independent study should be in the appropriate area, relevant to social work, and include advanced content.

Procedure:

1) Contact a full time faculty member to sponsor your project and discuss your idea for an independent study. The faculty sponsor should teach or have expertise in the topic area of your proposed project. For example, if you are doing an independent study for an Advanced Policy, you will need to contact an instructor who normally teaches policy courses. If you are doing an independent study on adoption policies, you will need to find a faculty sponsor with knowledge about adoption policy.

2) Get an independent study proposal form from the student rack (outside Richardson 113). As a minimum this should indicate the objectives, nature, and scope of study, the resources needed or to be used, their location and availability. It must also explain why an existing structured course (including seminars) cannot meet the needs of the student. The proposal must also indicate what the expected end product will be (for example, a paper, annotated bibliography, abstract, theatrical productions, painting or sculpture, questionnaire, etc.). The number of credits that are to be assigned must be specified. An independent study or independent research may be taking for varying credit, ranging from 2-6 credits. Any special or unusual time schedule should be indicated. The proposal form has a limited amount of space for you to write about your project. Please attach more sheets if needed.

3) If the independent study will be used to substitute for an Advanced MACRO or Advanced Policy your proposal will have to follow the criteria established for the advanced concentration course that you are trying to substitute. The proposal should clearly address how the project will meet the criteria of the substituted course. For example, if you are doing an independent study as an advanced policy, you must clearly document how your independent project will meet the criteria of an advanced policy course. Descriptions and criteria for Advanced MACRO and Advanced Policy courses are available from the Assistant Dean for Academic Programs.

*Hint: When writing the proposal, pretend that I know nothing about social work, policy, etc. Pretend I am a biologist and you need to clearly describe what you are doing and how you will do it.
4) The proposal must be signed and approved by
   a. the student
   b. the instructor
   c. the advisor
   d. the Associate Dean

5) If approved, copies will be distributed to you, the sponsoring faculty, your advisor, and the office of the Associate Dean for Academic Programs.

6) If the independent study will substitute for another course, a letter will then be placed in your folder stating that successful completion of this independent study will substitute for the appropriate course.

7) In order to register for an independent study, you will need the call number and the permission number for that course. Both should be obtained from the faculty member sponsoring your project.

These options apply for Advanced MACRO and Advanced Policy courses. Advanced Practice courses cannot be completed as an independent study. For more information about independent studies or independent research projects, please refer to the Graduate Bulletin: http://www.albany.edu/grad/requirements_general_admissions.html#independent_study