

## **Summary Sheet – Independent Study Proposals**

### **Project Requirements**

Each student will complete an Independent Study Proposal. This should be completed in consultation with their faculty mentor. The proposal should contain the following:

- Rationale for conducting an Independent Study
- Plan of Action (Abstract; Project Description; Timeline if appropriate)
- Learning goal(s)/objective(s) – For one credit courses, a minimum of one specific learning goal. For two or three credit independent studies, a minimum of two learning goals. Assessment measures for each learning goal.
- Expected project deliverable(s) and delivery date(s)
- Bibliography/required reading

There are no minimum requirements for the length of the proposal however the project must be described in detail. This is especially important for Guided Independent Studies. Maximum page length: four, single-spaced typewritten pages, not including rubrics that the faculty member may opt to use.

A brief explanation for each section:

- Rationale for conducting an Independent Study: a paragraph explaining why you (the student) are proposing to engage in Independent Study, what skills will be used, how will the experience prepare you (the student) for future course work, graduate school, or career? What area of interest is the Independent Study allowing you (the student) to explore?
- Plan of Action: an abstract or project description, including purpose of the independent study. What is the student going to study/create? If helpful for planning purposes, a timeline of project milestones can be created.
- Learning goal(s)/objective(s): What will the student have achieved (for example, gathered and analyzed primary data; created a painting; acquired knowledge of consumer decision making) at the end of the Independent Study and how will achievement be assessed? Some faculty have asked the student to submit an outcome measurement as part of the initial project proposal.
- Expected project deliverable(s) and delivery date(s): clearly identified deliverables (for example: rough draft of paper, final paper, annotated bibliography, sketches, summary papers of background reading)
- Bibliography/required reading/required viewing: what articles/texts/ manuscripts/artwork will the student be expected to read or view.

**For Guided Independent Study:** Each student will complete a reflection paper due to CURCA by the end of the final exam period. (Maximum length - 3 double spaced pages, 12 point font)

The reflection paper presents an opportunity for the student to revisit the initial project proposal and use the “reflection” as a progress report on all fronts. Thus, the reflection paper should summarize the research process, discuss the achievement of each learning goal/objective, and identify the deliverables. It is beneficial for the student to share and discuss this reflection with their faculty mentor.

Please email completed reflection paper to [curca@siena.edu](mailto:curca@siena.edu).