

# Independent Study Project (ISP) Application Form

**\*\*\*\*Download blank form BEFORE entering information, save digital copy, and send onward via email per approval process described below\*\*\*\***

## STUDENT INFORMATION

**This section to be completed by the Student**— Student must attach current copy of unofficial transcript showing good academic standing, and SOPHSEM 2900 completion, and minimum of 60 credits completed to this form. ISPs cannot be used as a substitution for a required course. Faculty may only supervise 1 ISP per academic year. The academic year runs from Fall - Summer. Graduate students are not normally eligible to apply for ISPs.

Name: \_\_\_\_\_ ID#: \_\_\_\_\_  
 SAIC email: \_\_\_\_\_ Degree: \_\_\_\_\_  
 ISP Faculty Supervisor: \_\_\_\_\_  
 Project title: \_\_\_\_\_  
 Semester and year for this ISP:     Fall                       Spring                       Winter                       Summer                      Year: \_\_\_\_\_  
 Number of credits for this ISP (up to 3): \_\_\_\_\_  
 Have you previously taken ISP credit at SAIC?     Yes                       No  
 If yes, how many credits? \_\_\_\_\_

This ISP satisfies credit for the following:

Art History                       Liberal Arts Elective                       Social Science                       + Off-Campus\*:  
 General Elective                       Natural Science                       Studio Department:  
 Humanities

\*If requesting Off-Campus credit, please explain in your ISP plan how this experience is equivalent to other experiential learning activities such as an internship or study trip. The absence of a dedicated classroom/on-campus meeting space is not by itself sufficient to receive Off-Campus credit for an Independent Study.

### Next Steps

- Students submitting an ISP application agree to be bound by the terms of SAIC's ISP Policy. For the full ISP Policy, including terms of eligibility and guidelines, go to the SAIC Office of Registration and Records webpage.
- Undergraduate students should complete the Student Information section of this form (above), the ISP Plan, attach a copy of current SAIC transcript, and email it to their ISP Faculty Supervisor.
- ISP Faculty Supervisors should complete their section of the form, and then email the proposal to their Department Chair.
- *Students should check with their faculty to confirm the faculty is eligible to supervise their ISP prior to submitting an application. (Faculty may only supervise one Independent Study Project per year - the academic year runs from first day of fall semester through last day of summer semester)*
- The Department Chair should submit any approved ISP Applications forms to the Office of Registration and Records by the appropriate deadline. Users are strongly encouraged to submit their application digitally Submit completed form to saic.registrar@saic.edu.
- **It is the student's responsibility to begin the ISP Application process with sufficient time for both faculty and Department Chair to make their contributions before the relevant submission deadline.**

### Deadlines for submission of this form:

- Fall independent study: 1st day of Fall term
- Winter independent study: 1st day of Winter interim term
- Spring independent study: 1st day of Spring term
- Summer independent study: rolling submissions accepted throughout Summer interim term

### After Submission

The New Course Proposal Committee will review applications submitted by the deadline and notify the student of the outcome via email.

The New Course Proposal Committee will only review ISP applications that are complete and with faculty supervisor input provided. ISP applications involving a faculty who has already completed an ISP in the current academic year will be denied.

If the application is approved, a notification will be sent from the Registrar letting the student know that they have been registered for the ISP.

## ISP PLAN

*This section to be completed by the student in consultation with the ISP Faculty Supervisor*

PROJECT TITLE: \_\_\_\_\_

### PROJECT DESCRIPTION and MATERIALS RESEARCH/BIBLIOGRAPHY

Explain why this proposal needs to be undertaken as an ISP. Are there any existing courses that cover the material? If so, how does this proposal go beyond the existing course/s? Or, if this ISP is to "add-on" to an existing course, how will the proposal complement or build upon the content of the course? Include the purpose and methodology of the project; what you expect to gain from this project, and a list of research materials and/or bibliography.

### FACILITIES/TECHNOLOGY

Does this proposal require access to any special technology, facilities, or other resources? If so, please explain in detail what they are, if you have previously been authorized to use them, and how they would be used for the project.

*This section to be completed by the student in consultation with the ISP Faculty Supervisor*

PROJECT REQUIREMENTS and DEADLINES

List any papers, presentations, projects, research, or other works to be produced in the ISP

MEETING SCHEDULE

Include dates and if meetings will be in person or virtual (email correspondence alone does *not* constitute a meeting and should not be included in the schedule below)

PROJECT EVALUATION

Description of how the project is to be evaluated, what are the grading criteria? What constitutes successful completion of this ISP? State which degree program-level learning goal the ISP falls under—see below for BFA in Studio Learning Goals. For other undergraduate degrees, please see the appropriate department for Learning Goals. (i.e. BFA in Studio Goal 1: Creative Production).

BFA Learning Goal 1: Creative Production

Students will create work that demonstrates perceptual acuity, conceptual understanding, and technical facility at a professional entry level in their chosen area(s) of study.

BFA Learning Goal 2: Critical and Analytical Thinking

Students will demonstrate the ability to analyze and construct arguments critically engaging with ideas, artifacts, and events.

BFA Learning Goal 3: Contextualization

Students will develop cultural literacy and the ability to integrate and synthesize knowledge from multiple disciplines and contexts.

BFA Learning Goal 4: Communication

Students will be able to think, listen, speak, and write effectively, communicating with precision, cogency, and rhetorical conviction.

## ISP FACULTY SUPERVISOR

### *This section to be completed by the ISP Faculty Supervisor*

Please provide a brief rationale of how your qualifications and/or experience are appropriate to the topic of this ISP proposal.

Have you supervised an ISP previously? If yes, please indicate the semester in which you most recently supervised (note that faculty can only supervise one ISP per academic year).

After reviewing this ISP Proposal, please type your name & the date below to submit your approval:

ISP Faculty Supervisor Name: \_\_\_\_\_

Faculty SAIC ID #: \_\_\_\_\_

Date: \_\_\_\_\_

Email the completed application (this form and any attachments) to your department chair for review and approval.

## DEPARTMENT CHAIR REVIEW AND APPROVALS

### *This section to be completed by the Department Chair*

By adding your name below and submitting this form to the Registrar, you are verifying that this student meets ISP requirements, the Faculty member is eligible and appropriate to supervise this ISP, the proposal does not replicate curriculum in your department, and you believe the proposal has merit for the number of credits requested.

Please add any notes on permission, if necessary:

Department Chair of area granting credit (type your name & date to the right): \_\_\_\_\_

Department Chair must email the approved and completed application (this form and any attachments) from Chair's SAIC email account to the Registrar for final review by members of the New Course Proposal Committee.

Submit completed form digitally to [saic.registrar@saic.edu](mailto:saic.registrar@saic.edu)

*The New Course Proposal Committee will review applications submitted by the deadline and notify the student of the outcome via email. If the application is approved, an emailed notification will be sent from the Registrar letting the student know that they have been registered for the ISP.*

*The New Course Proposal Committee will only review ISP applications that are complete and with faculty supervisor AND department Chair input provided. ISP applications involving a faculty who has already completed an ISP in the current academic year will be denied.*

#### DEADLINES FOR ISP PROPOSAL SUBMISSION:

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