SAIC School of the Art Institute of Chicago

SAIC POLICY FOR FACULTY WHO SUPERVISE INDEPENDENT STUDY PROJECTS (ISP)

PURPOSE

Independent Study Projects (ISP) allow undergraduate students to complete a supervised project for credit in a specific area of interest to supplement the established curriculum. The project requires independent study but also includes faculty supervision from an SAIC faculty member who has expertise in the field and availability in their teaching schedule; its purpose is to meet individual student needs by providing an opportunity to study subject matter that is not covered in any regularly offered courses.

Please note:

- Undergraduate students in any degree program may take up to a total of 3 credits of ISP
- ISPs cannot be used as a substitution for a required course.
- ISP applications must be submitted by the relevant deadline in order to receive consideration.
- ISPs cannot be used as a substitution for a course where the student received a grade of NCR.
- The proposed ISP cannot replicate course content from any pre-existing courses offered at SAIC. Proposals can supplement / expand on content from pre-existing courses, however.
- Full-time faculty may oversee 1 ISP per academic year.
- Part-time faculty may oversee 1 ISP per academic year.
- Graduate students are not normally eligible to apply for ISPs.

COMPENSATION FOR ISP FACULTY SUPERVISORS:

- Full-time faculty may oversee 1 ISP per academic year for no additional compensation.
- Part-time faculty may oversee 1 ISP per academic year for $500 compensation.

ROLE and RESPONSIBILITIES OF ISP FACULTY SUPERVISORS

- Ensure that the educational merit of the proposed project will meet the standard of what is expected in a comparable course
- Ensure that the proposed project will meet the credit-hour guidelines for the amount of work/time that the ISP will require (i.e. each individual credit hour is equivalent to 3 hours of work per week for the student, or 45 hours of work per semester for each credit hour)
- Ensure the feasibility of a satisfactory and timely completion of the project, in light of the student's overall course load for the semester and other obligations
- Evaluate any facility or technology requirements relative to requirements for access, training, and availability
- Establish with the student the agreed upon schedule and manner of meetings for the semester (minimum of four meetings)
- Establish with the student the preliminary material research, bibliography and/or research tasks for the ISP
- Establish with the student the agreed upon requirements (a series of small papers/projects, one big paper/project, form of research, presentation, etc.)
- Establish with the student how the ISP is going to be evaluated and identify which Degree Program-level learning goal the ISP falls under (contact the Associate Dean of Undergraduate Studies if you need guidance)

- Complete the faculty rationale section of the ISP application and, if needed, help the student to complete other sections of the application form (including any attachments)
- Sign off on the application and submit the proposal promptly to appropriate Department Chair
- If satisfactory progress is not being made by midterm, submit a midterm Course Progress Report for the student
- Submit a final grade at the end of the term

ROLE and RESPONSIBILITIES OF DEPARTMENT CHAIRS

- Review submitted proposal. If approved, submit promptly to the Registrar/New Course Proposal Committee for final approval (saic.registrar@saic.edu). If not approved, notify the student and faculty supervisor of any issues preventing approval
- Join New Course Proposal Committee members in dialogue with faculty as requested should questions or concerns arise in reviewing a Chair-approved proposal