

INDEPENDENT STUDY LEARNING CONTRACT

MEJO 596 (3 Hours)

Undergraduate students majoring or minoring in the UNC Hussman School of Journalism and Media may seek out independent study with faculty members who agree to supervise their work. An independent study course can take the form of research that may or may not result in a major paper, an investigation of a topic not covered in the current curriculum or, in extraordinary circumstances, completing coursework for a MEJO class that does not fit into the student's schedule.

An independent study course requires the permission of the instructor who will supervise the work. There should be a discussion and agreement on specifics of the independent study the semester prior.

Independent study courses should meet the following guidelines:

1. The coursework must at least be as rigorous as the requirements of a regularly scheduled course, and, if appropriate, there should be regular graded assignments.
2. The independent study form explaining content and expectations must be agreed upon between the student and the instructor no later than the last day to add a course for the semester in which it is taken, and all work must be completed before the end of that semester. The form should include a statement indicating what the course should accomplish, which may be a simple list of goals, and a copy should be provided to the student by the instructor.
3. The faculty member must sign the independent-study form, indicating their agreement to oversee the course before the student is registered for the course.

Faculty members should consider the following when overseeing an independent study:

1. Make sure that relevant readings and assignments are included, whether suggested by the faculty member or the student and help the student become competent with the material.
2. Require students to meet regularly to monitor progress. The meetings can be done in person, via phone, Zoom, email or other platforms for conducting virtual meetings.
3. Be proactive in pushing the student to reach the goals set at the beginning of the semester.
4. The faculty member must sign the independent-study form stating that they agree to oversee an independent study with a student before that student can register for the course.

If the independent study is to fulfill a requirement in the UNC Hussman School such as a Capstone course, the student needs to secure permission from the associate dean before taking the independent study with the appropriate faculty member so that approval can be put in the student's permanent file.

An independent study or directed reading course cannot be taken Pass/Fail.

Working (i.e., an internship) for an organization or business outside of UNC-Chapel Hill is not permitted for independent study by an undergraduate unless it is part of the UNC-Chapel Hill APPLES service-learning program.

In addition, the UNC Hussman School limits the number of independent study hours for any one student to **six credit hours** except in truly exceptional circumstances.

No faculty member can oversee more than two independent study courses in any semester.

The associate dean will regularly review independent study topics as patterns of independent study might warrant permanent courses or inform other curriculum changes.

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APPLICANT INFORMATION:

Student Applicant's Name: _____

UNC E-mail: _____ PID: _____

Phone Number: _____ Date of Application: _____

Class: Senior Junior Sophomore First Year

Requested Semester: Fall Spring Summer I Summer II Requested Year: _____

Area of Study: Advertising/Public Relations Journalism Cumulative GPA: _____

If this course is a substitute for another MEJO requirement, please list the course: _____

INSTRUCTOR OF RECORD INFORMATION:

Instructor of Record's Name: _____

UNC E-mail: _____ Section Number: _____

Please note, faculty members may not have more than two students per semester.

COURSE REQUIREMENTS: This is a contract between the instructor and the student. Deviations from this contract should be noted to the extent possible by the instructor and student. Students are expected to devote at least three hours of independent work per week for each unit of credit (e.g., 9 hours per week if it's 3 credit hours). **The instructor must complete this section.**

a) Reason for Independent Study rather than scheduled course:

b) Through what tangible product will student learning be demonstrated (e.g., paper, report, etc.):

c) Grade will be based on the following criteria:

d) Description of program of study:

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INSTRUCTOR OF RECORD AND STUDENT RESPONSIBILITIES:

I have read the requirements expected of the instructor, agree to undertake these responsibilities, and will abide by the Honor Code's responsibilities of the faculty.

Instructor's Signature

Date

I have read the requirements expected of the student, agree to undertake these responsibilities, and will abide by the Honor Code's responsibilities of the students.

Student's Signature

Date

ASSOCIATE DEAN OF UNDERGRADUATE STUDIES AND CURRICULUM OR SENIOR DIRECTOR OF THE UNDERGRADUATE PROGRAM (whichever is applicable):

This application for Independent Study has been reviewed. The proposal is:

- APPROVED AS IS
- REQUIRES MORE INFORMATION (provide details and return to instructor and student)
- NOT APPROVED (provide rationale):

Associate Dean of Undergraduate Studies and Curriculum/Senior Director
of Undergraduate Program's Signature

Date

Registration for an independent study course must be completed after the learning contract has been approved and no later than the last day of "late registration" (the end of the first week of classes in a fall or spring semester or the equivalent date in each summer session). Hussman Advising will process enrollment for all independent study sections.

Completed forms must be returned via email to Hussman Undergraduate Hub at hussmanhub@unc.edu.