

NURSING 499: INDEPENDENT STUDY APPROVAL FORM

Last Name: _____ First & Middle Name: _____
 UM ID: _____ Email: _____ Phone: _____
 Class Level (select one): _____ Sophomore _____ Junior _____ Senior
Course: Nursing 499 Term: _____ Credit Hours: _____ Section #: _____
 Grading (select one): _____ Letter Grade _____ Pass/Fail

NURSING 499 INDEPENDENT STUDY APPROVAL PROCESS:

1. Student develops a proposal for independent study and will approach a School of Nursing faculty person to ask for supervision. The proposal includes: description of proposed independent study, learning objectives, description of learning activities, number of hours to be completed, and methods of evaluation (e.g. paper, presentation), final grade as letter grade or pass/fail.

Student Signature

Date

2. Faculty person agrees to supervise the project and confirms that the proposal meets all requirements listed in the Guidelines for Independent Study.

Faculty Signature

Faculty Name Printed

Date

3. After all signature #1 and #2 have been obtained, attach a copy of the proposal to this form and return it to the School of Nursing Undergraduate Studies Office room 3150 SNB. If the N499 proposal is approved an override will be issued for the Independent Study course. The student is responsible for adding the course to their registration.

Advisor Signature

Date override proces

Whether you're interested in a NURS 499 Independent Study to do research, gain experience working with faculty, or to earn elective credits, a quick review of the steps below will help you learn more about how to get started.

- 1) Select a topic or area of interest that you'd like to explore during your NURS 499. Also think about what semester you would like to take the Independent Study, how many credits you'd like, and if you want it to be graded or Pass/Fail.
- 2) Review the form and guidelines: <http://www.nursing.umich.edu/info/current-students/student-forms>
- 3) Once you know what topics you are interested in, the next step is to find a faculty member who is willing to work with you. Often students will ask a faculty member they have already worked with in another course. If you can't think of someone or the faculty you know don't have a specialty in your chosen topic, you can review the faculty directory on the School of Nursing website: <http://www.nursing.umich.edu/faculty-staff>. Students often find the listing by specialty to be the most helpful.
- 4) Email the faculty member(s) you think might be a good match for your interest. It's helpful if you list your topic or interests in the email so the faculty member can gauge whether he/she is an appropriate match. It is also helpful if you have an idea of what you are hoping to gain and what activities you are most interested in. For instance, are you looking to do research? Observe in a particular setting?
- 5) Once the faculty member has agreed to work with you, discuss the specifics of your study (see Guidelines for Independent Study) and get these details in writing. This is called a proposal and it is similar to a syllabus. It should include things like the topic, credits, activities, how you will be graded, and meetings between you and the faculty member.
- 6) The NURS 499 form with the proposal attached should be submitted to The School of Nursing. The academic advisors will contact the Associate Dean to review for content. If suggestions are made, the student will be contacted to revise the proposal. If the proposal is approved, the academic advisors will issue an override giving you permission to enroll in the course under the faculty member's independent study section number.
- 7) At the end of the semester, the faculty member/instructor will assign a grade. NURS 499 credits can only be used toward elective requirements.

GUIDELINES FOR INDEPENDENT STUDY

DEFINITION

Independent study may be defined as work related to an academic discipline done outside of the formal¹ classroom or formal laboratory or clinical setting. This work may be experiential, directed reading, or independent study courses² supervised by a faculty member³ and approved by a division director according to Guidelines for Independent Study.

PROCEDURE

1. The student will develop a plan or idea for independent study and will approach a faculty person to ask for supervision.⁴
2. The student and the faculty person or the student independently with the approval of the faculty person will develop the following:
 - A. Proposal for the course:
 - Area to be studied.
 - Approach to be used (direct reading, and/or clinical experience, experiential work, independent study, other).
 - number of credits to be issued.⁵
 - the minimum criteria for courses in independent study are: one credit hour = 3 hours of course study per week one credit hour = 3 hours lab and/or clinical time/wk.
 - B. General purpose of the course:
 - Learning objectives and the means of accomplishing these objectives.
 - Means of communication between student and faculty member throughout the course of independent study.
 - C. Means of evaluation (one or more: a written project, written review of the literature; exams – written or oral; observation of the student conducting a health teaching class, a unit conference, or providing nursing care for a specified group of patient-clients). There should be a written summary by the faculty member of the student's activities that supports the grade
3. Plan for Grading – Method for grading will be determined by the student and faculty person supervising the course. Independent study courses may receive either a letter or a Pass/Fail grade. The plan for grading should be included with the course proposal.

The proposal will then be submitted by the student to the School of Nursing Undergraduate Studies Office, 3150 SNB, for the Director of the Undergraduate Programs review and approval. If approved, The School of Nursing will process an override for the Independent Study course. The student is responsible for adding the course to their registration.

DEFINITION OF EXPERIENTIAL COURSE

¹ Formal – directly supervised

² See 'Definition of Experiential Course'

³ See 'Definition of Faculty'

⁴ See 'Definition of Supervision'

⁵ See 'Recommendations Concerning Credit Hours'

An experiential course is defined as one in which the main work takes place outside the formal university setting. The experience must be related to nursing and lead to or reinforce a conceptual framework within which to evaluate and interpret the experience conceptually.

DEFINITION OF FACULTY

A faculty person with an appointment in the School of Nursing may supervise independent study within nursing; or within a content outside of nursing by demonstrating education in the area of his/her own study or research in that area.

DEFINITION OF SUPERVISION

Supervision means that the faculty member provides oversight for this independent study. The faculty member and student agree to a) the method of supervision (e.g., office meetings, site visits, etc.) as appropriate to the nature of the independent study, and b) the means and frequency for ongoing communication regarding the student's progress in the independent study. Finally, the faculty member evaluates the outcome of the independent study on the basis of an acceptable written project, written review of literature; exams- written or oral; observation of the student conducting a health teaching class, a unit conference, or providing nursing care for a specified group of patient-clients. There should be a written summary by the faculty member of the student's activities that support the grade.

RECOMMENDATIONS CONCERNING CREDIT HOURS

Credit for independent study may be adjusted on the request of the student and supervising faculty person, if necessary, after the course is in progress. The credit hours may be adjusted in either direction according to item 2 in the Guidelines for Independent Study.

DEFINITION OF DIRECTED READING

A directed reading course is defined here as one in which the area to be studied is clearly specified and directly related to nursing and one which is not normally offered through formal instruction. It is literary by nature and may or may not have a clinical or laboratory component. A directed reading course may allow a student to study an area of interest in more detail than is provided in the required coursework.

DEFINITION OF INDEPENDENT STUDY COURSE

An independent study course is defined here as an area of study or research directly related to nursing that is not normally offered through formal instruction. It may or may not include a clinical or laboratory component. Courses normally offered through formal instruction may under special circumstances be elected for independent study by special arrangement with the instructor and approval by the Director for Undergraduate Programs.

REFERENCE: Experiential, Directed Reading, and Independent Study Courses in The College of Literature, Science and the Arts, The University of Michigan. (April 17, 1975).