

INDEPENDENT STUDY COURSES

DEFINITIONS

Independent study enables a student to pursue for course credit a research or other academic topic of interest under the supervision of a faculty member who has expertise in the field and availability in their teaching schedule. It meets individual student needs by providing an opportunity to study subject matter that is not covered in any regularly offered courses. At least three hours of independent work per week is expected for each unit of credit, and a final written paper, report, or artistic work is required. The student and the Independent Study director should agree on the course title, plan of study, objectives and expectations, as well as on the nature of the final product and evaluation criteria. The total amount of work involved (including meeting times, research, and writing) must be roughly equivalent to the amount of work the student would do in a typical course for the same number of credits.

Loyola New Orleans offers the following Independent Study options:

- 495— Special Creative Project
- 497— Internship
- 498— Research Independent Project
- 499— Independent Study (non-research)

Courses entitled **495— Special Creative Project** are independent creative project courses supervised by a faculty member. The student will produce a final artistic product to be completed during the semester for which the student is registered for the course.

Courses entitled **497— Internship** are intensive kind of applied learning. The purpose of an internship is for students to acquire professional skills and gain career experience in supervised settings. Internships may or may not be tied to a credit-bearing course with academic content. Interns usually spend a substantial amount of time at their work sites (typically 80-120 hours per semester). Some but not all internships are designed to serve the public interest.

Courses entitled **498— Research Independent Project** are individual research courses in a field of special interest under the supervision of a faculty member, the central goal of which is a substantive paper or written report containing significant analysis and interpretation of a previously approved topic.

Courses entitled **499—Independent Study (non-research)** are individual non-research directed study courses in a field of special interest on a previously approved topic taken under the supervision of a faculty member and resulting in an academic product.

An [Independent Study Request](#) form is required for all independent undergraduate courses. Student Records keeps the original on file, the Dean's Office of the college where the student is enrolled and the director of the independent study keep one copy each.

INDEPENDENT STUDY COURSES POLICIES:

a. For Students

- Undergraduate students in any degree program may take up to a total of 3 credits of Independent Study courses a semester.
- Only undergraduate students in **good** standing may enroll in an independent study course.
- Independent Study courses cannot be used as a substitution for a required course.
- Independent Study courses do not satisfy any Loyola Core requirements.
- Capstone courses, Senior Thesis, Honors Thesis, and Honors Project hours (unless Honors Capstone) are **not** considered undergraduate independent study courses.

- Students should expect to devote a minimum of three hours each week for each credit hour of independent study, or at least nine hours per week for a three-credit independent study course.
- Students in the College of Arts and Sciences and in the College of Business must have already successfully completed 30 credit hours toward their respective degree program in order to be considered for an Independent Study course.
- Students in the College of Music and Fine Arts must have already successfully completed 60 credit hours toward their respective degree program in order to be considered for an Independent Study course.
- Independent Study applications must be submitted by the end of the second week of the term in which the independent study is being taken (fall or spring) in order to receive consideration.

b. For Faculty

- Ordinary and Extraordinary Full-Time faculty may supervise independent study courses.
- Faculty should attach a complete syllabus to the [Independent Study Request](#) form.
- Individual faculty members may supervise a maximum of three students per semester in an independent study course.
- The director will evaluate the work, including the final product, associated with the independent study, and submit a grade by the end of the semester. If the instructor is someone other than the supervising faculty member, the instructor will consult on the final grade with the supervising faculty member from the sponsoring department or program, who will submit the final grade.
- The director should ensure that the educational merit of the proposed project meets the standard of what is expected in a comparable course.
- Summer Independent Study courses are not allowed.