

## LIU POST

### PALMER SCHOOL OF LIBRARY AND INFORMATION SCIENCE

#### GUIDELINES FOR LIS 699 - INDEPENDENT STUDY

**Bulletin Description:**

Through independent study, students may explore in depth areas in the field that are of particular interest. *Every semester*. 3 credits. This is a letter grade course only.

**Pre-requisites:**

LIS 510, 511, 512, and Dean's approval.

**General Guidelines:**

Independent study projects are individually designed to enable students to read and study intensively in an area of library and information studies under the guidance of a faculty member. It provides an opportunity for in-depth exploration of a problem or subject that is not covered by the regular course offerings of the School or the University. Topics may be suggested by the student or faculty members, and should fit with and contribute to the student's plan of study and career goal.

The resulting report/paper should indicate that an extensive review of the literature has been done and there is evidence that sufficient original analysis has been done to warrant graduate level credits being awarded.

**Pre-Approval for Faculty:**

A faculty member (Faculty Advisor or Independent Study Faculty Supervisor) who anticipates discussing LIS 699 with a student must first get approval from the Dean to do so because of its budgetary impact. See the LIS 699 Approval form attached.

**Process for Students:**

Students must go through the following steps *before* registering for LIS 699:

1. The student must discuss the area of interest with a faculty member. If the Dean approves the Independent Study, the student can proceed to step 2.
2. The student must complete the first portion of the "Request for Independent Study" form, including the Outline/Proposal for the work to be done. This Outline/Proposal must be attached to the Request form and should include the following:
  - General statement of the study/project
  - Definition of terms (if needed)
  - Brief statement of objectives and delimitations
  - Justification for the study/project
  - Brief review of background readings/sources
  - Project description

***Guidelines for Independent Study, continued***

Footnotes/bibliography

Procedures to be followed during the semester, including stages at which the Faculty Supervisor will be consulted and a final due date.

3. The student's Faculty Advisor and the Independent Study Faculty Supervisor will complete the form, sign it in the appropriate places, and give it to the Dean for final approval.
4. The final approved copy of the Request form is filed in the student's file in the office. The Outline/Proposal is returned to the Independent Study Faculty Supervisor with a copy of the approved form. The student is given a copy of the approved form after all signatures are in place.
5. As the work progresses, the student is responsible for regular consultations with the Instructor so that work is monitored throughout the semester. A report or project that has not been discussed with the Instructor as it develops will not be accepted.
6. Any work submitted must be produced on a word processor, submitted on the date due, and adhere to a standardized style manual such as the A.P.A. or Chicago.
7. The final work submitted will be the primary basis for a grade for the Independent Study. The final work is usually a written paper but may also be an exhibit, a publishable article, a video or a public presentation.

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**APPROVAL TO SUPERVISE  
INDEPENDENT STUDY (LIS 699)**

I, \_\_\_\_\_ request approval for  
Name of Faculty Supervisor

\_\_\_\_\_ ( \_\_\_\_\_ ) to register for LIS 699 in the  
Name of Student ID#

\_\_\_\_\_ semester, 20\_\_\_\_ for \_\_\_\_\_ credits in the general area of  
\_\_\_\_\_.

Signature of faculty supervisor: \_\_\_\_\_

Date of Request: \_\_\_\_\_

Approved: \_\_\_\_\_ Date:  
Signature of Dean

cc: Academic Counselor  
Originator

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PALMER SCHOOL OF LIBRARY AND INFORMATION SCIENCE**

**REQUEST FOR LIS 699 - INDEPENDENT STUDY**

Student Name \_\_\_\_\_ ID# \_\_\_\_\_

Address \_\_\_\_\_

Street City/Town State Zip  
Telephone: (\_\_\_\_) \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_ @ \_\_\_\_\_  
Cell/Home Work E-mail

**TO BE COMPLETED BY STUDENT**

Reason for requesting LIS 699 - Independent Study:

*Outline/Proposal must be attached to this form*

*Semester and Year:* \_\_\_\_\_ *Proposed Faculty Supervisor:* \_\_\_\_\_

\_\_\_\_\_  
*Signature of student*

**TO BE COMPLETED BY THE FACULTY SUPERVISOR:**

Do you have pre-approval from the Dean? \_\_\_\_ Yes \_\_\_\_ No

What is your estimation of the amount of time that the student will spend doing the research for this project: \_\_\_\_\_

**APPROVALS:**

\_\_\_\_\_  
Faculty Advisor's Signature (print name also) Date

\_\_\_\_\_  
Faculty Supervisor's Signature (print name also) Date

\_\_\_\_\_  
Dean's Signature (print name also) Date

cc: Academic Counselor; Faculty Advisor; Student

2.15