HSS 330: Honors Independent Study

Instructions

Work with a professor to develop your independent study. Talk to a professor about developing an independent study. Your discussion should center on (a) the academic focus of your independent study, (b) how you will be evaluated (papers, tests, etc.), (c) the number of hours of credit (1, 2, or 3), and (d) what sort of meeting schedule you and your professor will have. Independent studies may involve studying subject matter through a set of directed readings, learning or refining specific academic skills through a set of exercises, or conducting research of your own design. You need to plan your schedule so that your Independent Study work will be completed and submitted to your professor with enough time for him or her to review your work and submit the Notice of Completion Form to the Honors College on or before the last day of class.

Register for HSS 330 and select the appropriate hours of credit (1, 2, or 3) for the course.

Put your plan on paper. When you have finished working with a professor to develop your independent study, fill out the proposal for HSS 330. This is the formal agreement between you and your faculty director. When filling out the form, be sure to (a) describe what you plan to do, (b) describe how you will be evaluated and your grade determined, (c) indicate the hours of credit (1, 2, or 3) for the course, (d) what graded assignments, tests, papers, etc. will be part of the Honors Independent Study, and (e) be sure that you and your faculty sponsor sign it.

Submit an Independent Course Proposal. Make two copies of your Proposal Form. Keep one copy for your own records, give the second copy to the Honors Liaison in the Department in which your supervising faculty member works, and turn in the original with the Liaison’s signed evaluation to the Honors College office. This form is due to the Honors College office within two weeks of the first day of class.

Receive Notification of Approval. Within 1-2 weeks of the receipt of your independent study proposal by the Lloyd International Honors College office, you and your faculty director will be notified by email of the Honors College’s approval or disapproval of your independent study. If you have not received a response within two weeks of submission, please contact the Honors office to be sure it was received. **It is fully your responsibility to be sure all submissions and paperwork have been received by the Honors office.**

Do the work. This is the fun part! It is your responsibility to keep your faculty director informed of your progress and to meet all requirements to which you and your professor agreed. **Contact the Honors College if you decide to apply for an “Incomplete” with the approval of your instructor or if you decided to “Drop” this course.**

Document your work. At the end of the semester, it is your responsibility to make sure that your professor documents your accomplishments with Lloyd International Honors College. To do that, print out a copy of the Notice of Completion form for your HSS 330 Independent Study (page 5 of bundle), give it to your professor, and ask her or him to fill out the form and turn it in to the Lloyd International Honors College office.

Submit a Notice of Completion form. This form is due to the Honors College on or before the last day of class (page 5 of bundle). In order to receive Honors credit, you must complete the course as outlined in the proposal and receive a grade of B or better in the course (a B- or lower will result in no Honors credit received).
Honors Independent Study
Faculty Instructions

Note: Students – Please provide your professor with these instructions

Supervising an Honors Independent Study course: Projects must be supervised and approved by a UNCG faculty member. Some departments only allow permanent full-time faculty to supervise an Honors Independent Study course. If you are a visiting professor or an adjunct, please talk to your department’s Honors Liaison for approval.

Honors Enhancements: Honors Independent Study courses should be significantly different from Non-Honors Independent Study courses. Faculty should include a brief statement with the application explaining all differences that make this course an Honors Independent Study course and not a regular Independent Study course. If you provide your student with a syllabus for HSS 330, this statement may be included on the syllabus.

Submitting the Honors Independent Study: Before submitting the Honors Independent Study proposal to the Honors College, all Honors Independent Study proposals must have approval from the departmental Honors Liaison (page 4). Once the proposal is submitted to the Honors College, it will be reviewed for approval by the Director of Disciplinary Honors. Any questions the Director of Disciplinary Honors may have about the proposal during the review process may be directed to you or your student. To speed approval, please be sure that your student submits all required items. Specific questions about the Honors Independent Study proposal may be directed to the Director of Disciplinary Honors, Dr. Angela Bolte (akbolte@uncg.edu) or 334-4734.

Notice of Completion Form: Students are required to submit a Notice of Completion form (page 5) to the Honors College signed by you, the faculty member. Notice of Completion forms are due the last day of classes.

Grading: A grade must be submitted to the Honors College with the Notice of Completion Form (page 5). To receive Honors credit for the Honors Independent Study, the student must receive at least a B in the course. All grades for HSS 330 will be submitted to the University by the Dean of the Honors College.
HSS 330: Honors Independent Study Proposal

This completed Proposal Form is due to the Honors College on or before February 2, 2015.

STUDENT INFORMATION

Have you been accepted into Lloyd International Honors College?
☐ Yes, I’ve been accepted into the International Honors Program.
☐ Yes, I’ve been accepted into the Disciplinary Honors Program.
☐ I have applied and am awaiting a response.

Name (please print) _____________________________________________________________________

UNCG Student ID Number __________________________ Email ____________________________

COURSE INFORMATION

Title of Independent Study__________________________________________________________

Hours of credit (select one: 1, 2, or 3)_________________________ Semester & Year __________________________

Instructor Name ________________________________ Department ____________________________

Instructor’s Preferred Email Address_________________________________________________

INDEPENDENT STUDY DESCRIPTION

Attach a one-page detailed description or syllabus of the Independent Study. Be sure to include an explanation of what graded assignments, tests, papers, etc. will be part of the Honors Independent Study and how the grade will be determined. Be sure to include a brief statement from your instructor with the application explaining all the differences that make this course an Honors Independent Study course and not a regular Independent Study course. This statement from your instructor may be included on a syllabus.

PERMISSION TO SHARE

Do you give permission for Lloyd International Honors College to share this proposal via photocopy and/or electronically with others as an example of what an Honors Contract Proposal looks like?

☐ Yes  ☐ No
HSS 330: Honors Independent Study Proposal

Instructor & Student Approval

We have read the attached description of the Independent Study and agree to its terms.

____________________________________________ Date___________
Student (signature)

____________________________________________ Date___________
Instructor (signature)

For the Honors Liaison

Please review this Independent Study Proposal and note your evaluation below.

I have read the attached description and find that those activities (please check one of the following):

☐ meet the standards for an Honors Independent Study in my Department/Program. (Please feel free to include any comments, concerns, or suggestions that you might have on a separate sheet.)

☐ do NOT meet the standards for an Honors Independent Study in my Department/Program. (Please, on a separate sheet, include an explanation of your concerns and/or suggestions for improvements so that this Honors Independent Study Proposal might meet the standards for a Contract Course in your Department/Program.)

_______________________ ______________
Honors Liaison (signature) Date

LIHC Approval

______________________ ______________
Director of Disciplinary Honors (signature) Date

Notes:
________________________________________________________________________________________
________________________________________________________________________________________
_______________________________________________________________________________________
HSS 330: Honors Independent Study
Notice of Completion

This Notice of Completion Form is due to the Honors College on or before April 28, 2015.

Instructions for submission: Once the student has finished the work for this Independent Study, the Faculty Director is asked to sign this form to confirm that the course work has been completed and to assign the student’s final grade for this course. Students who have earned at least a B have met the terms of the HSS 330 contract. The HSS 330 grade listed below will be submitted by the Honors College. If this form is not received by the Honors College by the last day of class, the student will be assigned a grade of “Incomplete.”

STUDENT INFORMATION
Name (please print)__________________________________________________________
UNCG Student ID Number __________________________ Student Email _______________________

COURSE INFORMATION
Semester & Year ________________________________ Semester hours of credit _________________
Instructor ______________________________________ Department ____________________________

FACULTY APPROVAL
This student has met the terms of the Honors Independent Study:

☐ Yes    ☐ No

The student has earned a grade of ___________ for this course.

__________________________  ______________________
Instructor (signature)             Date