

**Tulane School of Social Work
Master of Social Work Program
Policies and Procedures Manual**

Name of Policy:

INDEPENDENT STUDIES

Date: 5/14/04

POLICY STATEMENT:

Tulane School of Social Work allows Independent Study on a highly selective basis in the following circumstances:

- a) If the Independent Study does not supplant a required course;
- b) If the Independent Study does not replicate an elective already offered;
- c) If the Independent Study can uniquely achieve requirements for graduation or
- d) If the Independent Study can promote the student's deeper learning or integration of content relevant to their current field practice or area of specialty;
- e) If scheduling conflicts beyond the control of the student have precluded their being able to register for a recommended elective;
- f) If the Independent Study occurs after the equivalent of two full-time semesters of course work have been successfully completed by the student;
- g) If the student has demonstrated academic and personal capacity to work at a graduate level without close supervision; and
- h) If there is a qualified full or part-time faculty member to facilitate the Independent Study.

PROCEDURES:

When a student wants to engage in an Independent Study, the following procedures are to be followed:

1. The student contacts the dean of the School in writing to outline the rationale for the Independent Study. The dean determines whether the basic requirements in the policy statement above are satisfied, and may make recommendations for a particular instructor.
2. Provided the student receives permission to pursue the study, he or she then contacts an appropriate instructor to request that they facilitate the Independent Study. The instructor is under no obligation to agree to facilitate the Independent Study.
3. Provided the instructor does agree to facilitate the Independent Study, the instructor and student collaborate to outline the course, including a brief description with learning objectives and course requirements. (See form that follows.)
4. The requirements are specifically recorded on the "Contract for Independent Study" signed and dated by the student, instructor, and the dean of the School. Specific due dates are recorded on the contract.
5. The instructor will provide one copy of the signed and dated contract to the TSSW Internal Registrar who will file the document in the student's file, send one copy to the student's advisor, and make one copy for the instructor's personal files.
6. The instructor will grade the resulting work and turn in that grade to the TSSW Internal Registrar according to the due dates for grades for the given semester. The instructor will be available by phone, e-mail or in person for feedback and guidance for the student

- during the Independent Study. It is the student's responsibility to initiate contact for questions, feedback, or clarification from the instructor.
7. In cases of extended time being granted due to ADA accommodation or other extraordinary circumstances, the same form and procedures are followed, with the exception of a possibly extended timeline for completion of assignments. The timeline must be communicated to the TSSW Internal Registrar in writing. The Internal Registrar will then communicate appropriately with the Associate Dean, the Office of the University Registrar or other entities as appropriate.
- [Note: ADA accommodation is registered by the student through the Office of Disability Services, Educational Resource Center. See the Student Handbook for specific University procedures for such accommodations.]

CONTRACT FOR INDEPENDENT STUDY (SW783)

Name of Student _____ I.D.# _____

Name of Instructor _____

Title of Course _____ Credits _____

Brief course description:

Learning Objectives:

At the end of the course, the student should be able to:

- 1.
- 2.
- 3.

Requirements and due dates:

Signed _____ Date _____
Student

Signed _____ Date _____
Instructor

Signed _____ Date _____
Ron Marks, Dean