Procedure

1. **Talk to the instructor** with whom you wish to work. (Instructors who are not under contract for Summer Session or who are on Sabbatical will not supervise independent study during those periods.)
   
   a. **Determine number of credits.** *(University policy: a maximum of 3 credits of independent study per semester.)*
      
      1) The student should spend the same amount of time performing an independent assignment as he/she would in a class situation (i.e. a time commitment equivalent to 14 contact hours of class time per credit per semester—as expected in a typical course—plus time for reading, writing and studying connected with a course.)
   
   b. **Complete Independent Study Agreement form** with the instructor *(see course specifics below).*

2. **Determine Schedule/Deadline** for assignments and/or final project and include in the Independent Study Agreement. Assignments should be completed within a normal 14-week semester unless there are extenuating circumstances. An incomplete will automatically revert to a grade of “F” ten weeks after the end of a semester in which the course was undertaken, unless special arrangements are made with the instructor. The instructor reserves the right to refuse to give a grade of “Incomplete.”

   a. **Have Agreement form signed by:**
      
      1) You
      2) The instructor
      3) The department chair

3. **Register using permission number** provided by supervising instructor.

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**JOUR 490 Readings** in Journalism and Mass Communications

**1-3 credits.** This course is for upper division students who desire to conduct research on some particular problem or issue in the field of journalism and mass communication. Prerequisite: consent of instructor and department chairperson.

Specific guidelines may include:

1. Three (3) books or about 1000 pages of reading for each undergraduate credit assigned. Assignments on the books may take any of the following formats or combinations, as agreed by instructor and student.
   
   a. Single book reports, oral or written (6-10 pages) on each book
   
   b. A single comparative book report or term paper embracing all books read. The length of the paper will be 20-30 pages or a length agreed by instructor and student
   
   c. A research component involving primary materials on the finding and selecting of unassigned readings

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**JOUR 499 Independent Projects** in Journalism and Mass Communications

**1-3 credits.** The course provides an opportunity for upper division students to select a project in journalism and mass communication and to work independently with an assigned faculty supervisor. Prerequisite: consent of instructor and department chair. Includes an individual project or topic which would not be suitable for Journalism 490 Readings.