

UNIVERSITY OF PITTSBURGH

School of Health & Rehabilitation Sciences

PROPOSAL FOR UNDERGRADUATE INDEPENDENT STUDY

(Instructions on page 2)

Name: Email: Peoplesoft ID:

SHRS Program:

Subject Code: Catalog Number: Class Number: Credits:

Supervising Faculty Member: Department/School:

Objectives for Independent Study*:

Method(s) for Achieving Objectives*:

Method for Evaluating Achievement of Objectives (Determining Course Grade)*:

		<u>Grade Option (based on department):</u>
Student Signature	Date	HRS 1099 & REHSCI 1299
Supervising Faculty Member's Signature	Date	LG - Letter Grade S/U-Satisfactory or Unsatisfactory
Faculty/Program Advisor's Signature	Date	CSD 1099 & EM 1199 • LG - Letter Grade Only ATHLTR 1899 & NUTR 1699
Kevin Conley, PhD**	Date	• H/S/U-Honors, Satisfactory or Unsatisfactory

**To obtain the signature of the Associate Dean for Undergraduate Studies, please email Dawson Baloga, he Administrative Assistant in the Department of Sports Medicine and Nutrition. They will provide you directions on where to put the form or who The Administrative Assistant will email you when the form is ready for you to pick up. There is a box provided for you to leave your form for the Associate Dean to review and approve. The admwill then send you an e-mail when your form is ready to be picked up.

Once complete, both the student and supervising faculty member should retain a copy. To receive a permission number for enrollment, a complete copy must be submitted to the admiri Kieffer either physically at Student Services, 4th Floor, Forbes Tower or electronically via email at LAK103@pitt.edu

Undergraduate Rehab Science students should submit the form to Amy Evans.

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Independent Study provides an opportunity for the student to complete an intense, self-designed project, with faculty supervision, in an area of special interest not covered to any great extent in existing courses. A maximum of six Independent Study credits may be accepted toward meeting degree requirements in the program.

Before registering for an Independent Study, the student should:

1. Make sure the Independent Study project is consistent with the academic program projected in his/her approved Plan of Studies.
2. Develop a preliminary proposal for the Independent Study to include: (1) clearly defined objectives, and (2) the means for achieving these objectives.
3. Obtain the agreement of a faculty member to supervise the proposed Independent Study.
4. Develop, in consultation with the supervising faculty member, a final plan for completing the Independent Study to include: (1) the statements of objectives and the means for achieving them, (2) the method to be used in evaluating the completed study, and (3) the grading option to be used.
5. Determine, in consultation with the supervising faculty member, the number of academic credits to be granted upon completion of the Independent Study.
6. The student should sign the form and email it to the following people, sequentially, for their signatures: the faculty overseeing the study, the Advisor, and then, the Administrative Assistant of the Department of Sports Medicine and Nutrition to obtain the signature of the Associate Dean of Undergraduate Studies.
7. The student and supervising faculty should retain a fully signed copy.
8. The student will email the completed form to the Administrative Assistant in their home department to request a permission number for enrollment. The Administrative Assistant will provide the permission number to the student for self enrollment. Once completed, the Administrative Assistant will forward RS BS forms to Amy Evans, Pre-AT forms to Tiwanda Taylor and all others to Lori Kieffer in Student Services.

Enrolling in the course:

You will receive a permission number to enroll once the completed form is submitted to the Administrative Assistant in your department or Amy Evans for Undergrad Rehab Science students.

- **Grading: If your course allows a grade option other than a letter grade, you must select the other grade option at time of enrollment.**
- **Units:** You must choose how many credits (units) your Independent Study will count for, this is determined with your supervising faculty member. The system defaults to one credit.
- On the enrollment screen, you will make the change here:

Permission Nbr	<input type="text"/>
Grading	<input type="text" value="Letter Grade"/> ▼
Units	3.00

Upon completion of the Independent Study, the faculty member supervising the Independent Study, using the previously determined method of evaluating the achievement of the objectives of the project, will determine the appropriate grade and complete the Grade Roster.