

THE UNIVERSITY OF TEXAS AT AUSTIN
SCHOOL OF INFORMATION

Guidelines for Individual Study Courses for Master's Students

DEFINITION:

Individual Study -- A course in which the student works independently, but under the guidance of a member of the School's Graduate Studies Committee, to accomplish an approved objective. A student may not take more than three Individual study courses for credit only with the consent of the Graduate Studies Committee. (Prerequisites: Graduate standing, consent of the faculty member who will supervise the study, and the consent of the Graduate Advisor.)

CRITERIA:

An Individual Study course should not be authorized unless it satisfies at least one of the following criteria:

- A. The course will be an in-depth study of a problem or topic not offered in a course at this or another department of the University, and for which no feasible substitution can be made. Such a course ordinarily will culminate in a scholarly written report.
- B. The course stems from some special circumstances that has been carefully evaluated and determined, by the faculty member concerned and by the Graduate Adviser, to be acceptable as the basis for a study and a written report or other product.

GUIDELINES:

- A. A student accepted for an Individual Study course should have at least a B+ average in library- and information-science courses.
- B. The work hours involved should be equivalent to those of a graduate course with the same number of semester hours; evaluation standards shall be comparable to those of competitive class work.
- C. The product resulting from an Individual Study course shall evidence a scholarly approach, shall demonstrate critical and/or creative thinking, and shall be presented in a style and form acceptable to the faculty sponsor.
- D. Prior to the registration period and before the registering for an Individual Study course, the student must:
 1. Consult with his/her advisor to ascertain the appropriateness of such a course to his/her total program.
 2. Consult with the proposed faculty sponsor to develop a proposal that the faculty member is willing, and agrees, to supervise.
 3. Prepare a written statement of the proposal, using for that purpose the attached form; obtain the signature of the faculty sponsor; and submit the form to the Graduate Coordinator for submission to the Graduate Advisor. If the proposal is approved, a signed copy by the Graduate Advisor will be returned to the student and his/her faculty member.
- E. Ordinarily, the student may undertake only one Individual Study course during the master's program, unless the Graduate Studies Committee approves an additional proposal or proposals.
- F. Under the usual circumstances, faculty members should limit supervision of 381 courses to maximum of five (5) per semester.

REGISTRATION:

1. The proposal must be signed by the both the faculty sponsor and the Graduate Advisor.
2. The student will then be registered by the Graduate Coordinator upon this approval.

Please submit form to:

The University of Texas at Austin
School of Information
Attn: Graduate Coordinator
1 University Station, D7000
Austin TX 78712-0390

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Proposal for Individual Study

Instructions: The proposal must be approved prior to the last day of registration. The student should secure the signature of the faculty adviser and submit this form to the Graduate Coordinator. The Coordinator will secure the signature of the Graduate Adviser. If the proposal requires work in, or cooperation of, a library or other information agency outside the School, the student should ask the faculty sponsor to request a letter with detail of the agreement from a person authorized to speak for the agency, and such letter should be obtained before this proposal is submitted.

NAME: _____ DATE: _____

UTEID: _____ EMAIL ADDRESS: _____

TELEPHONE NUMBER (W): _____ (H): _____

COURSE AND NUMBER OF CREDITS PROPOSED: _____

UNIQUE NUMBER: _____ FACULTY SPONSOR: _____

SEMESTER IN WHICH THE INDIVIDUAL STUDY WILL BE DONE: _____

BRIEF PROPOSAL TITLE: _____

PROPOSAL

State: (1) the proposed objective, (2) the methods to be employed, and (3) the expected culminating product. (Attach additional sheet if necessary.)

Faculty Sponsor _____ Date _____

Graduate Adviser _____ Date _____