

## DEPARTMENT POLICIES/PROCEDURES

### **Undergraduate Independent Study Policy, Department of Anthropology**

Independent Study courses can fill an important gap for U. Michigan undergraduates who have either exhausted existing course offerings in their anthropological subfield of greatest interest or whose specialized interests coincide with those of a faculty member, but where no courses on the topic are regularly offered in the department.

In January, 2009, the LSA Curriculum Committee approved guidelines for all independent study courses in the College. These guidelines required departments to: a) develop a written independent study policy; b) institute a policy requiring that an independent study form be submitted for each proposed independent study course; c) set a policy on the maximum number of students or credit hours a faculty member could supervise in a semester; and d) keep on file copies of the signed agreement and the finished project satisfying the agreement for a period of seven years. In light of these guidelines, the Department of Anthropology policy on independent study courses is:

- a) Independent study courses must be supervised by regular (tenure-track or lecturers) faculty members in the department. Students cannot be supervised by graduate students. In addition, faculty on leave should not conduct independent studies with students, nor should they supervise students on subjects that fall outside of their areas of specialization, or on subjects covered by regular course offerings in the department or in other units.

The minimum requirement for a 3-credit course will be:

1. To read two articles or book chapters--or the equivalent--per week,
  2. One hour of contact with the supervising faculty member per week (a total of fourteen hours for the semester), and
  3. A final product that is a fifteen-page research paper or the equivalent. One or two-credit courses should require one-third or two-thirds this amount of work, respectively.
- b) Students interested in enrolling in an independent study course must fill out a form describing the topic that will be covered and the reason why it is necessary to study this topic in an independent study format rather than in a regularly offered course. The form must be signed by both the student and the faculty supervisor.
  - c) Each regular faculty member may supervise a maximum of four credit hours per semester.
  - d) The department will keep on file copies of the signed agreement and sufficient evidence of student work to demonstrate that the agreement was fulfilled for a period of 7 years. It is the responsibility of the faculty supervisor to file a copy of the finished project with the departmental registrar within 30 days of the end of the semester in which the independent study has taken place.

The Director of Undergraduate Study can grant an exception to any of these policies on the basis of a petition by the supervising faculty member.

# Independent Study Application

ANTHRARC 499. Undergraduate reading and research in anthropology  
ANTHRBIO 370. Undergraduate reading and research in anthropology  
ANTHRCUL 499. Undergraduate reading and research in anthropology

Please complete and return this form to the Anthropology office, 101 West Hall, or by email to AnthroIndiStudy@umich.edu **no later than the last day of the drop/add deadline.** Independent study courses must be approved by the Director of Undergraduate Studies. Graduate student instructors are not eligible to conduct independent study classes with students. Students will be graded on an A – E basis.

Student name: \_\_\_\_\_

Student ID: \_\_\_\_\_ Uniquename: \_\_\_\_\_

Instructor: \_\_\_\_\_ Term and year: \_\_\_\_\_ Credit hours (1-3): \_\_\_\_\_

**Please include a description of the work to be conducted in this course including the amount of reading and writing to be performed, how often meetings will take place with the supervising faculty member, and how the final grade will be assessed (attach additional page if necessary).**

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\_\_\_\_\_  
Student signature and date

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Instructor signature and date

\_\_\_\_\_  
Director of Undergraduate Studies signature and date

**Office use only**

Instructor's independent study section number: Processed by / date:
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