

Guidelines for an Independent Study (ESS 5347) Ending in a Culminating Experience that Meets the Comprehensive Exam Requirement

Responsibilities of the Student

1. To be able to enroll in ESS 5347, the student must have: 1) a minimum GPA of 3.0; 2) completed at least 18 hours of graduate coursework; and 3) successfully completed ESS 5346 and ESS 5356 with a “B” or better.
2. Before registering for ESS 5347, the student must prepare a satisfactory prospectus. The prospectus is a proposal with a brief introduction, methodology and timeline, describing the scholarly project – limited to 2 pages.

The requirements for a culminating experience associated with an independent study are not simply met upon the completion of an independent study. The requirements for this culminating experience are met once the student: 1) completes the project to the satisfaction of the graduate faculty member supervising the project, and 2) presents his/her project at the HHP Scholars Day student poster session during the fall or spring semesters. If the culminating project is completed in the summer term, the graduate student must schedule an oral presentation of his/her project with the supervising faculty member and at least one other graduate faculty member.

3. Once the prospectus is written, the student must share the prospectus with his/her faculty mentor. At that time, the faculty mentor will either agree to serve as the supervising faculty member or refer the student to a faculty member who may be a better fit based on the proposed research.
4. Once a supervising faculty member is identified, then the student must secure the written permission of the ESS graduate coordinator and the graduate faculty member who will supervise the project (see the attached form).

Responsibilities of the Project Supervisor

1. The project supervisor is responsible for guiding the student, providing feedback, and evaluating the final product.
2. The project supervisor will assign the final grade.
3. Upon completion of the culminating project, the project supervisor will inform the Graduate Coordinator of the student’s successful completion. The Graduate Coordinator will complete and submit the Comprehensive Examination Report to the Graduate School.
 - a. As indicated above, completion of an independent study does not imply that the student has completed his/her culminating experience and met the comprehensive exam requirements.
 - b. The requirements for this culminating experience are met once the student: 1) completes the project to the satisfaction of the graduate faculty member supervising the project, and 2) presents his/her project at the HHP Scholars Day student poster session. If the culminating project is completed in the summer term, the graduate student must schedule an oral presentation of his/her project with the supervising faculty member and at least one other graduate faculty member.

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The completed form and proposal (limited to 2 pages) must be submitted to the Graduate Coordinator via Canvas on or before the due date during the semester the project will be completed. Please submit the application below and the proposal as a single Word document.

Request Form

Student's Name (Printed): _____ Net ID: _____

The semester and year that this course will be taken: _____

Degree Program: _____

Title of Study: _____

(Note. A copy of the prospectus must be attached to this form)

Signature of Student: _____ Date: _____

Project Supervisor (Printed): _____

“Based on my knowledge of this student’s ability and my determination that the proposed project, when satisfactorily completed, will significantly enhance this student’s professional growth, I, as Project Supervisor, recommend that this request for independent course and resulting culminating experience be favorably considered.”

Project Supervisor’s Signature: _____ Date: _____

Approved:

Graduate Coordinator

Culminating Project Proposal (include here):