

## Independent Study Guidelines

Ph.D. in Technology

The independent study is designed to allow students to acquire knowledge and skills along with outcomes that support the student's scholarly agenda consistent with their dissertation research. The independent study should address content and experiences that cannot be accomplished within the purview of existing and available coursework

The student working on an independent study must be capable of working with minimal supervision; be self-motivated and responsible enough to assume the primary responsibility for the learning activity. It is the student's responsibility to:

- (1) Work with their dissertation chair to identify the topic, problem, or project to be studied/ developed;
- (2) Adhere to scheduled periodic meetings with the dissertation chair/faculty supervisor; and
- (3) Complete the project within the scheduled time. The underlying assumption of the student's degree of prior preparation and ability would mandate that the activity should be completed on schedule.

### **Procedure**

1. The student must work with their dissertation chair to complete the Independent Study Proposal and identify a clear list of outcomes which the study is intended to address and select from one of the following:  
  
COT 877 - Independent Study 1 hr  
COT 878 - Independent Study 2 hrs  
COT 879 - Independent Study 3 hrs
2. The student will complete the final proposal and obtain a signature from their dissertation chair.
3. The dissertation chair approves the study proposal as an appropriate part of the student's POS.
4. The proposal must be signed by his/her faculty member who will be supervising the independent study. (assuming that the faculty member and dissertation chair are not the same individual).
5. A copy of the final approved proposal is distributed to: (1) the faculty supervisor; (2) Dissertation Chair; (3) Tracy Rush-Byers and she will obtain the approval of the program coordinator and enable the student to register for the independent study under the dissertation chair or other faculty member.

6. The student should use a copy of the approved proposal to guide all independent study activities.

### **Regulations Affecting Independent Studies**

The following regulations have been established for Independent Studies for doctoral students in the College of Technology:

1. A minimum of 9 credit hours at EMU towards the Ph.D. must be successfully completed before the student may register for an independent study.
2. Independent Study credit may be used to meet the requirements for the elective in technology, cognate or for the technical core but cannot be used to replace either the technology core or the research core;
3. The student must have identified his or her dissertation chair;
4. Independent Study credit may not be earned, in part or whole, through participation in conventional course offerings;
5. The faculty member supervising the independent study must be a member of the faculty working in the area of the student's program concentration or specialization;
6. No graduate student may earn more than 6 credits through Independent Study credits.

### **Independent Study Proposal**

The independent study proposal developed must include the following sections:

1. Title and approval page (sample attached)
2. Purpose, objectives and description of the effort
3. Specific outcomes to be addressed;
4. Justification for pursuing the each outcome
5. Description of proposed final paper and/or product(s)
6. Description of the methodology to be used.
7. A brief timeline for the major steps and outcomes

(Sample Title and Approval Page)

**College of Technology**  
**Ph.D. in Technology**

Course Number:

Credit Hours:

Title Of Study:

Student Name:

Student Number:

Concentration:

Number Of Previous Independent Study Credit Hours:

Title Of Previous Study:

APPROVED BY:

\_\_\_\_\_  
Faculty Supervisor

\_\_\_\_\_  
DATE

\_\_\_\_\_  
Dissertation Chair

\_\_\_\_\_  
DATE

\_\_\_\_\_  
For the Ph.D. Program

\_\_\_\_\_  
DATE

Date placed in Banner: \_\_\_\_\_ by \_\_\_\_\_