**INSTRUCTIONS FOR REQUESTING PERMISSION TO ENROLL IN AN INDEPENDENT STUDY COURSE**

**School of** **Construction Management Technology**

**Purdue University**

**About the Independent Study**

Independent study courses are only allowed if they (1) supplement existing courses in the curriculum and provide a deeper study in a subject area, (2) delve into topics not currently covered/offered in an existing course, or (3) focus on specific research projects that are designed to extend the student's knowledge in a particular area. For all cases, the course requirements must equate to the required effort that justifies the level and credit provided by the course. An independent study cannot substitute for existing courses. A maximum of six credit hours of independent study is permitted on the plan of study. Additionally, independent study courses do not repeat nor are used for remediation of content already covered in other existing courses. Independent studies must be reviewed and approved by the student, course instructor, and the graduate committee chair before the start of the semester in which the independent study is to begin.

**Process**

For an independent study, the student and instructor must fill out an independent study authorization form containing a 16-week schedule of activities (with milestones or deliverables) and respective due dates. The student, course instructor, and chair of the graduate committee sign the form and provide it to the graduate program coordinator.

**Procedural Requirements**

1. The student meets with his/her professor to discuss the proposed independent study and secure approval of the study.
2. Incorporating the professor’s input, the student prepares a detailed project prospectus including the following indicated sections:
   1. ***Problem:*** Define the rationale and delimit your problem area (explain your interest in pursuing the project and why this area is of concern to you). How does this project relate to your degree objectives?
   2. ***Purpose and Objectives:*** What do you hope to accomplish? Provide a physical numbered listing of all objectives you expect to accomplish.
   3. ***Procedures:*** Explain the methods you expect to use and any unusual requirements for materials, equipment, or facilities. A graphical timeline and two progress reports from the student must be submitted by the student to the professor in charge between weeks three and ten of the semester. Specifically, indicate key deadline dates for each progress report and deliverable. Provide a narrative, flow chart, or outline of step-by-step procedures used to complete this study. If applicable, provide a supply and material cost worksheet.
   4. ***Outcomes***: What will be the tangible results (deliverables, i.e., software source code, papers, reports, products, or summaries) of your study? Who will receive copies (office, professor, co-working professor, and student)? Will you conduct a formal presentation of your results?
   5. ***16-week outline:*** The 16 weeks outline should include a week-by-week listing of any meetings, milestones, or other deliverables, along with associated due dates, that the student will undertake.
   6. ***Assessment Criteria:*** How will outcomes be evaluated? Reason for the grade.
3. The student meets with the professor in charge to discuss and refine the project prospectus.
4. Complete the **SCMT INDEPENDENT STUDY AUTHORIZATION FORM**, and secure all required signatures before register the course.
5. Provide the form to your department for review by your department’s graduate Chair.

**\*For the independent study during summer the** **16-Week will be replaced by 12-Week.**



PURDUE POLYTECHNIC INSTITUTE

*School of Construction Management Technology*

**Independent Study Authorization Form**

**(NOTE: A maximum of 6 hours of independent study credits is permitted on the plan of study)**

**Date:**

**Student Name:**

**Course Title:**

(abbreviated course title: maximum 30 characters and spaces)

**Full Study Title:**

**Number of Credits:**

**Semester: Year:**

**Course Instructor:**

**Major Professor:**

**Number of Independent Study Credits Completed**:

1. **Problem:**

Define the rationale and delimit your problem area (explain your interest in pursuing the project and why this area is of concern to you). How does this project relate to your degree objectives?

**b) Purpose and Objective:**

What do you hope to accomplish? Provide a physical numbered listing of all objectives you expect to accomplish.

**c) Procedures:**

Explain the methods you expect to use and any unusual requirements for materials, equipment, or facilities. A graphical time line and two progress reports from the student must be submitted by the student to the professor in chare between weeks three and ten of the semester. Specifically, indicate key deadline dates for each progress report and deliverables. Provide a narrative, flow chart, or outline of step-by-step procedures used to complete this stud. If applicable, provide a supply and material cost worksheet.

**d) Outcomes:**

What will be the tangible results (deliverables) of your study?

**e) 16-week outline:**

The 16-week outline should include a week-by-week listing of any meetings, milestones, or other deliverables, along with associated due dates that the student will undertake.

**f) Assessment criteria:**

How will outcomes be evaluated? Reason for the grade.

If the above tasks, deliverables, and/or expectations are not met by the due date: / / , then an unsatisfactory grade may be issued.

Course Instructor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Course Instructor Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Major Professor Signature (if different from the course instructor): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Major Professor Printed Name (if different from the course instructor): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Graduate Program Chair: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_