

School of Communication  
**COM 696**  
**INDEPENDENT STUDY**  
 Application

***IMPORTANT INSTRUCTIONS***

Before completing this form, be sure you have read CAREFULLY "Independent Study Policies and Procedures". This application must be completed and signed by the cooperating instructor and graduate program director, accompanied by your description of the project. The student or the instructor must take the signed application and project description to MU 227. The secretary will assign an independent study section number and enter it into the Scheduling system. You will be notified by phone when your permission is entered into the system and you can then register for the course on CampusNet. Usually the permission is entered within 24 hours.

**PART I: STUDENT**

Name: \_\_\_\_\_ Student I. D.# \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip \_\_\_\_\_

Phone (H): (     ) \_\_\_\_\_ Phone (W): (     ) \_\_\_\_\_

Semester / Year: \_\_\_\_\_ Credit Hours: \_\_\_\_\_ Section Number: \_\_\_\_\_

(To be assigned)

On the reverse of this page please describe your project in detail. Remember that the ability to formulate your project coherently and in detail is a necessary prerequisite to any individualized learning experience. The description should include the texts or readings to be done, the agreed upon prerequisites, results agreed upon (paper, report, materials prepared).

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

**PART II: COOPERATING INSTRUCTOR'S and GRADUATE DIRECTOR APPROVAL**

Name: \_\_\_\_\_ Approval: \_\_\_\_\_  
 (Print) (Signature of INSTRUCTOR) DATE

I have agreed to supervise the Independent Study project described on the attached sheet(s). Any reservations I have covering it are noted on the back of this page.

Name: \_\_\_\_\_ Approval: \_\_\_\_\_  
 (Print) (Signature of GRADUATE DIRECTOR),  
 DATE



*Cleveland State University*  
*School of Communication*

## **COM 696 INDEPENDENT STUDY GRADUATE APPLICATION**

**\*NOTE: NO MORE THAN FOUR (4) CREDIT HOURS MAY  
COUNT TOWARDS DEGREE COMPLETION.**

### **DESCRIPTION:**

COM 696 is an independent study course in which the student initiates and completes a specific learning project, not possible in a classroom setting, under the guidance of a faculty member.

***READ THESE POLICIES AND PROCEDURES BEFORE FILLING OUT THE NECESSARY FORMS.***

### **DEADLINES:**

Much preparation is required before enrolling in COM 696. Make sure you have a well thought out proposal and all forms completed and signed by the end of classes the preceding semester of desired enrollment.

### **PREREQUISITES:**

Complete three of the following courses before permission is obtained for an Independent Study: COM 501, COM 610, COM 512, COM 620, COM 630 and/or COM 631.

### **PROPOSAL:**

Have a well thought out project or proposal in mind before contacting a faculty sponsor. You must present the written proposal to the faculty member along with your application for independent study.

### **FINDING A FACULTY MEMBER:**

You must find a full-time faculty member willing to work with you. You can register for COM 696 only with the permission of a faculty sponsor and Graduate Program Director.

### **FACULTY/STUDENT AGREEMENT:**

Individualized learning is a matter of personal negotiation and agreement between the faculty member and student. No faculty member is obligated to accept a student and a student accepted can demand no more than one hour per week of the faculty member's time. Both must discuss and agree upon the prerequisites, work demands and credits to be earned BEFORE the faculty member signs the application for Independent Study.

### **GRADES: S/F GRADING**

Final grades will be filed by the School upon completion of the Independent Study projects. Failure to complete your project will result in an "Incomplete", subject to the usual conditions. Your cooperating instructor's approval is required for additional time needed to complete your project.