

## Instructions for Education PhD Student Independent Study Request

### Types of Independent Study Courses and Documentation Required

Class ID	Course Title/ Units	What Description Should Include
EDUC 279	Directed Reading, 5 units	Describe topic(s) and attach proposed reading list (5 book-length works, 15-20 articles, or equivalent). No paper required. Meet from 15-30 hours during quarter.
EDUC 279F	Directed Reading, 2 units	Describe topic(s) and attach proposed reading list (2 book-length works, 5-10 articles, or equivalent). No paper required. Meet from 10-15 hours during quarter.
EDUC 293A	Research Apprenticeship, 2 units	Describe research purpose, activities, and mentorship arrangement
EDUC 293B	Research Apprenticeship, 5 units	Describe research purpose, activities, and mentorship arrangement
EDUC 294	2 <sup>nd</sup> Year Project, 5 units	Describe work to be completed during the quarter for 2 <sup>nd</sup> year project
EDUC 297	Independent Study, 5 units	Describe purpose, readings, fieldwork, written assignments, frequency of meetings, or projects, as appropriate.
EDUC 297F	Independent Study, 2 units	Describe purpose, readings, fieldwork, written assignments, frequency of meetings, or projects, as appropriate.
EDUC 298	TA Apprenticeship, 2 units	Describe expected duties. Include the course # and title.
EDUC 299	Thesis Research, 5 units	Dissertation proposal should be submitted in first quarter only. (In subsequent quarters, describe the actual work to be done that quarter.

### 1. No form is needed for an independent study request.

2. Submit your request as either a Word doc or PDF. A separate request is needed for each independent study (even if sponsored by the same faculty member). The paragraph or page length is unspecified, but as adequate to describe the work. Do not submit this instruction page as part of your request.

2a) Include a header with the following information and format.

Student Name

Quarter/Year

Class ID, Course Title, Units

Independent Study Faculty Sponsor

Faculty Advisor

2b) Describe the work you will do during the quarter (as per table above) and what you expect to complete for the independent study.

### 3. The request may be submitted in either hard copy or via email.

3a) If hard copy, ask the independent study faculty sponsor to review and sign the request (next to their name), then you are responsible for submitting it to the staff PhD advisor.

3b) If online, send the request as an attachment to the independent study faculty sponsor (and your faculty advisor, if they aren't sponsoring the work). Copy the PhD advisor when you do. Ask the sponsor to email the staff PhD advisor if they approve. That email will serve as an electronic signature. Do not include the instruction sheet with your request.

4. The staff PhD Advisor will assign a 5-digit Class # and Class ID with a section that corresponds to the particular faculty sponsor for the independent study. The assignment will be noted on your request, and returned to you and the independent study faculty sponsor. Those emails serve as the distribution to the student, faculty sponsor, and independent study file. In the case of hard or electronic copy, you should keep a copy for your records.

### 5. Enroll. Double-check that the class is the proper one and matches the course instructor and number of units.

#### Please Note:

- You are solely responsible for ensuring the timeliness and accuracy of your enrollments by the quarterly enrollment deadlines as listed on the Academic and Administrative Calendar: <http://reg.ucsc.edu/calendar/index.html>.
- This process is for independent studies with Education Department faculty only. If you're doing an independent study with a professor in another department, check with that department for their procedures and an enrollment code.