



# DOMINICAN UNIVERSITY

## School of Information Studies

### **LIS 801 Independent Study in Library and Information Science GUIDELINES**

1. Students registered for Independent Study in Library and Information Science must have completed eight courses and be maintaining a 3.30 GPA.
2. The student should discuss the topic with an appropriate member of the faculty. Adjunct faculty may work with a student on an independent study project in an area of his/her expertise. A member of the full-time faculty, preferably in a cognate area, must approve the project if the student will be working with an adjunct faculty member.
3. The student will fill out the Independent Study Agreement form, available in the SOIS office or on the SOIS section of MyDU. A copy is attached to these Guidelines.
4. The student should prepare a written proposal addressing these points:
  - a. The title of the study.
  - b. The purpose of the study.
  - c. How the study will be carried out, what sources will be used for it, what the finished product will be, and the date when it will be completed.
  - d. Information about the student's status in the program, including most recent grade point average and courses taken to date.
5. The student will give the proposal and the completed application to the faculty member who has agreed to oversee the study.
6. The faculty member will forward the proposal and the application to the dean.
7. The dean will make her/his decision concerning approval known, in writing, to the student, the faculty member, and the person directing the student (if different from the faculty member who approved the project).
8. After the proposal is approved, the student will complete a Dominican University Registration Form and submit it to the Office of the Registrar to complete the process.

*November, 2016*





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### LIS 801 Independent Study in Library and Information Science AGREEMENT

Student: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip \_\_\_\_\_  
Phone: \_\_\_\_\_  
E-Mail: \_\_\_\_\_

Semester: \_\_\_\_\_ Year: \_\_\_\_\_ Current GPA: \_\_\_\_\_

Completed Courses: 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ 4. \_\_\_\_\_ 5. \_\_\_\_\_ 6. \_\_\_\_\_  
7. \_\_\_\_\_ 8. \_\_\_\_\_

Faculty member who will direct the study: \_\_\_\_\_  
Faculty member who will approve the project (if not the  
director): \_\_\_\_\_

Please provide the following information about your proposed special study:

Topic: \_\_\_\_\_

Purpose: \_\_\_\_\_

Procedures: \_\_\_\_\_

Sources: \_\_\_\_\_

Planned Completion Date: \_\_\_\_\_

Please expand on the above in your written proposal and attach it to this agreement; refer to the  
Independent Study Guidelines for specific information on what the proposal should include.

Student's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Director's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Full-time faculty approval  
(if necessary): \_\_\_\_\_ Date: \_\_\_\_\_

Dean's approval: \_\_\_\_\_ Date: \_\_\_\_\_