

Independent Study Project Intent Form

General Information

An Independent Study Project is an opportunity for you to explore an area of interest to you that is not covered by other courses in your program. Each Independent Study Project may be 1-3 quarter credit hours in value; however, you may not complete more than 3 credits of Independent Study overall in your program. An Independent Study Project is considered an elective and *may not* be completed in lieu of your core or supplemental course graduation requirements.

Please allow at least **7 weeks before the term** in which you wish to complete an Independent Study to complete the entire approval and registration process. **You must register for Independent Study Project before the first day of the term.** Registrations for Independent Study Project on or after the first day of the term will not be accepted.

Approval and Registration Process

1. **This intent form** must be completed and submitted to the Faculty Coordinator, who will verify that your proposed faculty advisor meets our criteria. All faculty advisors must have a Masters Degree and familiarity with the proposed topic.
2. If your proposed faculty advisor meets the criteria **and** they are current Birthingway Faculty members, the Faculty Coordinator will return this form to you.
 - a) If the proposed faculty advisor meets the criteria **but** they are not current Birthingway faculty members, you must allow at least one month for Birthingway to complete the hiring process. During this time, you may submit your proposal.
3. **You must then complete and submit a proposal to the Midwifery Program Coordinator.** Allow three weeks for review. This proposal must include:
 - Proposed topic (narrowly defined, related to your program)
 - Proposed project (types of research, writing, activities you will engage in)
 - Proposed number of hours and how hours will be spent
 - Proposed credit value (Each credit hour is approximately 30-40 hours of work during the term)
 - Proposed advisor
4. If your proposal is approved, the Midwifery Program Coordinator will provide you with a *Registration for Independent Study Project* form, which you will use to register. You must submit this with with payment before the first day of the term. The Midwifery Program Coordinator will also give you a sample timeline and a timesheet.
5. If your proposal is denied, you may remediate or bolster your approval. Reasons for denial may include, but are not limited to: material already covered in another course (redundant), study not relevant to midwifery, or sufficient time has not been allowed to complete project.

