

Program in Criminal Justice Undergraduate Independent Study Policy

Undergraduate students in the Program in Criminal Justice have the option of signing up for an Independent Study **01: 202: 495**. A student who completes an independent study receives 3 credits. The following guidelines for students and faculty mentors must be observed every time a student registers and receives credit for an independent study.

1. The student must meet with a faculty mentor prior to registering for the course. Together with his or her faculty mentor, the student must design a one-page proposal for the independent study. The student must then submit the proposal for approval by the Program Director or the Undergraduate Director.
2. After receiving initial approval, the student must fill out the paperwork (see Appendix), have it signed by the faculty advisor, and submit it to the Program Administrator to receive the special permission number needed to register for the independent study.
3. In terms of the routine work of the independent study, there are several ways in which the work can be completed. At a minimum, each faculty advisor and student should develop a provisional course plan or syllabus describing what will be covered during the semester.
4. The advisor and student should meet regularly, ideally each week but no less than every other week during the semester to ensure that the student has adequate time to discuss materials and receive feedback on his or her progress.
5. The advisor should require that the student produce written work at regular intervals during the semester, and the expectation is that each student will produce at least one significant product, such as a term paper or extensive annotated bibliography that indicates what student has learned during the independent study.
6. It is never appropriate for a faculty advisor to treat a student doing an independent study as an unpaid research assistant. The work done by the student may be relevant to the faculty member's ongoing research agenda, but the primary purpose of the student's work must always be the student's education, not benefit to the faculty member.
7. When the student has completed the work set out in the course plan or syllabus, the faculty advisor will assess the work and submit the grade.
8. Any grade disputes will be adjudicated by the Undergraduate Director.



APPENDIX
INDEPENDENT STUDY PROJECT

Date: _____

To Whom It May Concern:

Professor _____ and _____
Name (Printed) Student's Name (Printed) & RU ID Number

entered into an agreement for the Fall / Spring _____ semester to work and complete a
_____ credit Independent Study Project under the auspices of the Criminal Justice Program.

*Final projects and papers must be submitted electronically to both the faculty advisor and to
the Criminal Justice department email account: major@crimjust.rutgers.edu.*

The proposed project is titled _____
_____.

Professor's Signature: _____ Date _____

Student's Signature: _____ Date _____