

Independent Study Guidelines

For students interested in arranging an independent study, please refer to the guidelines below. An independent study request is usually submitted in the form of a proposed syllabus. The syllabus should include the following:

- A 1-2 paragraph description of the course. The description should explain the course's themes, provide an overview of covered topics and readings/films/other assigned materials, and what the student is hoping to accomplish that semester. The student must also check to see that no other similar course is being offered at NYU that semester, and include a statement in the description attesting to this fact.
- The grading basis for the course (letter grade or pass-fail).
- The number of credits for the course (2 or 4 credits).
- A proposed reading list for the independent study. Please note, the volume of reading should be appropriate for the number of credits requested (i.e., comparable to other standard 2-4 credit courses).
- A proposed list of assignments. For an independent study worth 4 credits, a substantial final project of at least 10-12 pages would be necessary (though the final project may be a progressive work, incorporating some of the earlier assignments). For an independent study worth 2 credits, at least 5-6 polished pages of writing are expected. Please indicate the target page lengths for course assignments.
- An indication of the proposed meeting schedule between the student and the faculty advisor for the independent study. In this schedule, a general sequence of readings (or films, or other assigned materials as applicable) should be provided as well, in rough order (the general order can develop as the study proceeds too). Please include the number of hours you anticipate meeting at each class session.

The student should first share the information outlined above with an LS faculty member they wish to work with and ask the faculty member if they would agree to serve as their independent study adviser. If the faculty member agrees, the student should then work with the faculty member to fine-tune the readings, assignments, and other course components of the syllabus before it is submitted to Academic Affairs for approval. (N.B. In case the first faculty

member approached does not have availability, the student should approach additional faculty until a suitable supervisor is found. For a list of faculty in Liberal Studies, refer to the following website:

<https://liberalstudies.nyu.edu/about/faculty-listing.html>.)

Once the course components are set to the student's and faculty member's satisfaction, the proposed syllabus should be submitted to Irene Hahn, Assistant Director of Academic Administration, for review and final approval (irene.hahn@nyu.edu). If approved, Academic Advising also receives notice, and an advisor will enter permission and enroll the student in the approved number of credits for the independent study (IND-UF 301, 2 to 4 credits). All final grades for independent studies are reported to Irene Hahn.