

Independent Study

Instructions: Complete the information below and return to Office of Academic Records & Registrar, 121 Hofstra University, Room 201, Hempstead, NY 11549 lawoar@hofstra.edu, 516.463.5917(p); 516.463.6421(f).

Student Information & Independent Study Information

Last Name: _____ First Name: _____ H#: _____

Phone: _____ Email: _____ Ex. Grad. Year: _____

Faculty Sponsor: _____ Semester: _____ #Credits: _____

Independent Study Subject: _____

Expected Final Work Product: _____

Will this Independent Study satisfy a Writing Requirement? _____

Independent Study Rules & Requirements

1. **Credits & Hours:** a) 42.5 hours of work per semester is expected for each independent study credit; b) the faculty sponsor must approve below the # of credits; c) the Dean's Office is required to approve independent studies that are 4 credits or more; d) students may take a maximum of 6 independent study credits towards their degree.
 2. **Work Product Expectations:** 2 credits: 8,000 words; 3 credits: 12,000 words; 4 credits: 16,000 words (or their equivalent approved by the faculty sponsor if the independent study will not result in a substantial piece of writing).
 3. **Registration:** Prior to the close of registration, students must submit a proposal for independent study to a faculty sponsor.
 4. **Responsibilities:** a) Outline: Within the first three weeks of the independent study, students must submit a detailed outline of the project to the faculty sponsor; b) First Draft: Within five weeks after receiving feedback from the faculty member on the outline, the student must submit a first draft; c) Final Work Product: Within three weeks of receiving feedback on the first draft, the student must submit the final paper.
- 1) **Rules:** a) if the student consults other faculty members beyond the sponsor, the paper should contain a clear acknowledgement of their contribution; b) the faculty sponsor must inform the student on an AI policy to govern the independent study.
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OAR: CRN: _____ Section: _____ Processed: _____ Date: _____

Independent Study

Grade: Rubric for Independent Study

1. Did the student timely submit a detailed, annotated outline?
 2. Did the student timely submit the first draft?
 3. Did the first draft reflect faculty member's feedback on the outline?
 4. Did the student timely submit the final draft?
 5. Did the final draft reflect the faculty member's feedback on the first draft?
 6. Is the paper well organized?
 7. Is the paper analytical?
 8. Does the paper describe the contribution it makes to area of law it studies?
 9. Does the paper properly use bluebook conventions?
 10. Does the paper reflect that it was appropriately researched?
 11. Does the paper satisfy the applicable word count?
 12. If this paper is being used to satisfy a writing requirement does it meet the writing requirement standards?
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Student Acknowledgments. By signing below, I understand and agree:

- ☐ 1. I have reviewed the rules, requirements, and grading rubric for this independent study and discussed them with my faculty sponsor.
- ☐ 2. Payment for this registration is my responsibility as are any late fees, debt collection fees, and reasonable attorney's fees (in the event I do not pay as required). Dropping or withdrawing from courses may result in loss of financial aid for current and future terms, and students may be responsible for reimbursing Hofstra for any portion of aid funds received if the student loses academic eligibility.

Student Signature: _____ **Date:** _____

Faculty Acknowledgements. By signing below, I understand and agree:

- ☐ 1. I have reviewed the rules, requirements, and grading rubric for this independent study and discussed them with my student, including the AI policy that will govern the independent study.

Faculty Signature: _____ **Date:** _____

OAR: CRN: _____ Section: _____ Processed: _____ Date: _____