

LETTER OF AGREEMENT FOR INDEPENDENT STUDY

COMMUNICATION DEPARTMENT, BUFFALO STATE COLLEGE

www.buffalostate.edu/communication

Student _____

Address _____

E-mail _____

Phone _____

Year _____ Spring Summer Fall

Topic _____

Instructor _____

Write a paragraph stating the student's rationale for undertaking this study and the intended approach.

Required work. Outline specifically the expected final outcome for this project. Required work includes:

- Secondary research reviewing relevant academic and professional literature from books, periodicals, the Internet, etc., documented in APA style
- Primary research that may be formal (based on surveys, content analysis, etc.) and/or informal (drawn from personal experience and interviews)
- The student's professional insight into the topic drawn from this research
- First draft of final report due two weeks before the last day of class; final report due last day of class; two bound copies due after the report has been accepted and graded

Grading policy for Independent Study

D – Submission of a written report of at least 25 pages with a minimum of 20 sources

C – Required work for D grade with a report of at least 40 pages, plus participation in scheduled meetings with instructor, minimally adequate use of sources, demonstration of professional insight, and written presentation

B – Required work for C grade with a report of at least 50 pages, plus research report that reflects above-average use of sources, demonstration of professional insight, and written presentation

A – Required work for B grade with a report of at least 60 pages, plus research report that reflects superior use of sources, demonstration of professional insight, and written presentation

I – Incomplete grades will be considered only if the student has a valid reason beyond his/her control for needing an extension and if at least two-thirds of the project has been completed by the end of the semester

Affix signatures and deliver an original copy to the Communication Department.

Student _____ Date _____

Instructor _____ Date _____