



MSIM Independent Study (IMT 600) Approval and Registration Procedures

General IMT 600 Guidelines and Policies for Students

1. **To propose an independent study**, you must prepare and present your draft proposal to the iSchool faculty member who will supervise and evaluate your independent study at least **4 weeks in advance of the quarter** in which registration is intended.
 - a. Once your draft proposal is prepared, you may want to review, as needed, the faculty/staff directory at: <http://www.ischool.washington.edu/people/personnel.aspx>, and pursue a faculty member with expertise that is relevant to your proposal.
 - b. Contact the potential iSchool faculty supervisor, and provide them with a copy of the draft proposal, and ask them to consider supervising your independent study for the given quarter.
 - i. if the faculty member agrees, proceed to Step 2.
 - ii. if the faculty member is not able to supervise your independent study, repeat Step a) until you connect with a faculty member who has reviewed your proposal and agrees to supervise the independent study.
2. Once the faculty member has agreed to your proposal, submit your completed IMT 600 form **2 weeks in advance of the quarter** in which registration is intended (include your formatted proposal). **Note:** This form represents an agreement between you and the faculty supervisor as to what will constitute the independent study and how it will be evaluated during that quarter.
3. Complete the IMT 600 form and digitally sign.
4. Route your completed IMT 600 form to your **Faculty Supervisor** including your statement of interest.
5. After you receive the digitally signed form from your Faculty Supervisor, route it to the **MSIM Chair** including your independent study proposal.
6. After you receive the completed digitally signed form from the MSIM Chair (including all of the other signatures), send the completed form with your independent study proposal to Kath Gold, MSIM Program Assistant: kgold@washington.edu.
7. **Please note:** You can register between 1 – 4 credits per quarter and are allowed a maximum of 15 IMT 600 credits toward your degree requirements.
8. Once approved, the form will be printed for your student file and you will be issued an add code. (All three signatures must be present to receive an add code.) When approved an add code will be emailed to the student.

IMT 600 Proposal Form

1. Abstract/General Description
 - *Provide an overview of your independent study in a single paragraph.*
2. Learning Objectives
 - *Include a list of objectives identifying what you would like to learn through the Independent Study.*
3. Textbooks and/or Resources Required
 - *List texts, articles and other resources, as applicable.*
4. Activities
 - *Identify the projects(s) and tasks that you will engage in, in order to achieve your learning objectives.*
5. Expected outcomes/Project Deliverables
 - *Identify what you will produce as evidence of your work and achievements for this course.*
6. Evaluation/Evaluative Criteria/Assessment Method
 - *Describe the criteria the faculty member might use to judge whether or not you will receive credit and include a list of everything that will be turned in to the faculty member for evaluation. (Note that when you meet with your faculty supervisor that he/she might request additional evidence/criteria.) Explain any other components related to how the Independent Study will be assessed for the final grade (CR/NC).*
 - *Evaluative criteria may include: evidence of background research on relevant topics; extensiveness, currency, accuracy, of coverage of the background research; extent to which the finished product reflects evaluation and analysis of the process described; and/or extent to which the written work turned in reflects the number of credits allotted to this independent study.*
 - *Evidence for assessment may include: bibliography or list of works cited & read; may be annotated bibliography; final report; photographs or other images or charts; student or other evaluations (if independent study involves teaching or training); and/or PowerPoint presentation (if independent study involves presentation).*

MSIM Independent Study Proposal - IMT 600

Qtr/Year: _____

Name: _____

Student No.: _____

UW Email: _____

Day Phone(s): _____

Faculty Supervisor: _____

Credits (1-4 var): _____

(1 cr = 3-4 hrs/week)

IMT 600 Proposal: If you need more space, please include attachment.

Digital Signature Instructions > 

Student Signature: _____ Date: _____

Faculty Supervisor Signature: _____ Date: _____

Program Chair Signature: _____ Date: _____

Faculty Supervisor:	Comment:
MSIM Program Chair:	Comment:

SLN: _____ FACULTY CODE ASSIGNED: _____ DATE: _____