



INFO 499 Form- Informatics Independent Study

(This form should be used for independent study in a special interest area of Informatics.)

INFO 499 Guidelines:

1. **To propose an independent study** in a special interest area of Informatics, you must prepare and present your proposal to the iSchool faculty member who will supervise and evaluate your independent study at least **2 weeks in advance of the quarter** in which registration is intended.
2. Once the faculty member has agreed to your proposal, submit your completed INFO 499 form **1 week in advance of the quarter** in which registration is intended (include your formatted proposal). Remember that 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 INFO 499 form and digitally sign.
4. Route your completed INFO 499 form to your **Faculty Supervisor** including your statement of interest.
5. After you receive the completed digitally signed form from your Faculty Supervisor, send the completed form with your statement of interest to Lovely Frances Domingo, Informatics Program Coordinator: lffd@uw.edu.
6. Once approved, the form will be printed for your student record and you will be issued an add code to register between 1 – 5 credits per quarter. (All signatures must be present to receive an add code. When approved an add code will be emailed to the student). Please note: You are allowed a maximum of 15 credits of Informatics Independent Study during the course of the program.

INFO 499 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. By default, the Independent Study is Credit/No Credit (C/NC) but if you would like a grade you will need to provide grading criteria.*

If you have any questions, please contact Lovely Frances Domingo at lffd@uw.edu or visit the Student Services office located in Mary Gates Hall 420.

Student Name:	Quarter/Year:
Student Number:	Credits (1-5 variable): <i>1 credit = 3 hr/work per week</i>
Student UW Email:	Grading: <input checked="" type="radio"/> Standard Grading (4.0-0.0) <input type="radio"/> Credit/No Credit
INFO 499 Faculty Supervisor:	

INFO 499 Proposal: If you need more space, please include attachment.

Digital Signature Instructions 

Student Signature: _____ Date: _____

INFO 499 Faculty Sponsor Signature: _____ Date: _____

INFO 499 Faculty Supervisor:	Comment:
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FOR OFFICE USE ONLY		
SLN: _____	FACULTY CODE ASSIGNED: _____	DATE: _____