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**Master Example**

**EPS 697 and CPP 697– Independent Study Guidelines**

### Supervision

An independent study/graduate research is typically done under the supervision of a full-time NAU faculty member. Arrangements have to be made individually and generally directly between the student and the supervising faculty member. No release time or payment is available to the faculty member for providing this experience. If a part-time faculty member has agreed to provide the supervision, an email message or telephone call needs to be made by the faculty member to the Chair of the department indicating their willingness to serve as the supervisor. The chair of the department will supervise independent studies on a case by case basis. The student requesting this option has to submit a written appeal outlining the circumstances and the reason for the independent study.

### Procedure

An outline of study that includes goals, objectives, methods or activities, and evaluation needs to be submitted.  The requirement as per the Arizona Board of Regent's is that a student spends a total of 45 hours per 1 credit hour.  If this were a regular class, it would mean 15 class contact hours with about 2 hours for each contact hour outside of class for preparation, reading, etc.  The outline should indicate the number of hours spent in each activity (see attached sample).  The plan needs to be approved by the supervising faculty member and submitted for approval to the Chair of the department. An original will be on file in the department office. After these steps are completed, a permission number will be provided by the Chair so that the student can register for the class.

### Evaluation

At the end of the semester a written note or email from the supervising faculty needs to be submitted to the Chair of the department indicating whether all requirements were met for the independent study/research project and the grade that needs to be assigned to the student. The grade is typically a Pass/Fail. All written material submitted by the student should be kept by the supervising faculty member for at least one year.

For further questions or information, please contact the department office at (928) 523-7103.

Robert A. Horn, Ph.D.

EPS Chair



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**EPS 697 and CPP 697 – Independent Study**

**Credit Hours**

**Topic:**

**Intern Name (Last, First, MI):**       **NAU ID:**

**Address:**

**Phone Number (include area code):**       **Email:**

**Semester/Year Enrolled:**       **Faculty Supervisor’s Name:**

1. **Goals and Objectives:**
2. **Method of Activities** (Total Hours:      )

(also indicate number of hours next to each activity – see example)

1. **Evaluation:**

**Due Date for Completion of Course**:

Grades: Pass = 80% or greater; Fail = Less than 80%

Student Signature and Date Faculty Supervisor Signature and Date

Department Chair Signature and Date



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**EXAMPLE**

**EPS 697 and CPP 697 - Independent study - \_1\_ credit hour(s)**

**Topic:**  \_\_\_\_\_\_\_Ethics\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Student: KA - SAMPLE Student ID/SSN: 444-44-4444

Semester Enrolled: Summer 02 Faculty Supervisor: KB

I.  **Goals and objectives**

1. Become familiar with ethical principles as they relate to special education and school psychology
2. Become familiar with Principles of professional ethics set by professional organizations related to my future employment as a school psychologist.

II.  **Method of Activities** (Total Hours = 45)

1. 3 article reviews from professional journals relating to ethics in special education and school psychology (21 hours total)
   1. Research topic area, read articles (4 hrs per article)
   2. Article review write up (3 hrs per article)

B. Review chapters 3,4 & 5.  In TEXT "Ethics and Law for school psychologists" by Susan Jacob-Timm (3 hours to read each chapter, 2 hours to answer study questions - 15 hours total)

* 1. Read chapters (3-privacy, informed consent, confidentiality, and record keeping), (4-Ethical and legal issues in psycho educational assessment), (5-Ethical/legal issues in the education of pupils with disabilities under IDEA)
  2. Complete discussion and study questions at the end of each chapter.

C.  Review APA Ethical Principles of School Psychologists (4.5 hrs)

D.  Review NASP Principles of Professional Ethics (4.5hrs)

III. **Evaluation**

A. Grade on Article reviews 25 points each (75 points)

B. Chapter assignments (25 points)

**Due Date for Completion of Course: August 7, 2011**

Grades: Pass = 80% or greater; Fail = Less than 80%

*KA* *KB*

Student Signature and Date Supervising Faculty Signature and Date

*KB*

Department Chair Signature and Date