

Independent Study Agreement Template

To register for independent study (usually 299 or 699), undergraduate students must meet with the supervising faculty member (“instructor”) prior to or at the beginning of each term to establish or revise an independent study agreement that defines common goals and expectations for their research or independent study project. This agreement provides the basis for awarding academic credit to the student and establishes responsibilities for the student and the instructor supervising the work. Some independent studies also have a “mentor” responsible for the day-to-day supervision and support.

- Instructors and departments should ensure they are following the [Policy for Directed/Independent Study](#).
- Student and instructor (and mentor, if applicable) should sign this agreement and keep a completed copy for their records. Many departments also keep these completed agreements on file for accreditation compliance.
- Once submitted and approved by the department, students need to enroll in the course through the Student Center to complete their enrollment.

Before you complete the form below, we suggest that the student and their mentor discuss the topics listed below:

1. **Student:** Why do you want to do research? What are your academic and career goals and how can this research experience help you achieve them?
Instructor/Mentor: Why do you want to supervise an undergraduate researcher? How will you support the student’s development as a researcher?
2. What academic skills and knowledge will be gained in this research experience?
3. How many hours per week and at what times/days do student and instructor/mentor expect to work on the research project? If there is an instructor and a mentor, how will progress be communicated?
4. What level of independence is expected of the student once basic techniques are learned?
5. Are there others to whom the student can direct questions about lab operations, techniques, research, or science in general?

Student Information:

Name: _____

Student ID: _____

Email Address: _____

Major(s): _____

Independent Study and Thesis Supervision Information:

The *Instructor* is ultimately responsible for your academic work and determines your grade for the course. Instructors must have a UW-Madison appointment and be a [Qualified Instructor](#).

Instructor Name: _____

Department: _____

Email Address: _____

Course Subject listing/number (e.g., BIOCHEM 699): _____

Credits (Federal requirements are at least 45 hours of academic work per credit): _____

Independent study courses sometimes additionally have a *Mentor* who is responsible for the day-to-day oversight and support for the student, like a post-doc or a graduate student.

Mentor Name (if applicable): _____

Relationship to Instructor: _____

Dates and Content of Independent Study

Start date of independent study (for the semester): _____

End date of independent study (for the semester): _____

Semester (must coincide with start and end date listed): _____

Hours per week in lab or with instructor/mentor: _____

Hours per week of outside work/study: _____

Total number of hours for the semester: _____

- Federal definitions of the credit hour require at least 45 hours of academic work per credit.

Plan for meeting with the **Instructor and Mentor**:

Project description:

Learning objectives for the independent study course (skills and knowledge achieved from the experience). Be sure to work with your instructor on these and include any common learning outcomes required for all independent studies in the department.

- 1.
- 2.
- 3.
- 4.

How will the student be assessed, and what criteria will be used to grade the course? (*this section to be defined by the Instructor*)

Student Responsibilities:

- Communicating regularly with the instructor according to the agreed-upon schedule and contacting the instructor as soon as possible for cancellations and re-scheduling.
- Fulfilling the independent study responsibilities and ensuring the instructor is kept apprised of issues that arise.
- Applying knowledge learned in coursework to the independent study.
- Completing the independent study outlined above, including hours, start and end dates, responsibilities, learning outcomes, and any assignments or reports.
- Notifying the instructor promptly of any issues with the independent study.
- Submitting any assignments or reports to the instructor in a timely manner.

Instructor Responsibilities (* indicates responsibilities of both Instructor and Mentor, if applicable)

- *Providing student with an orientation to the independent study, including expectations for work and reports or presentations.
- *Ensuring that adequate support and supervision are provided for projects and activities based on the student's skills, experience, and time.
- *Maintaining regular communication with the student during the independent study to provide feedback, answers to questions, and professional development.
- *Reviewing the student's work and providing feedback to the student.
- Assigning a grade for the course after evaluation of student work, including any required reports or assignments. [Note that grading for Honors Thesis courses 681 or 691 will appear as "P" on the transcript until 682 or 692 is graded.]

Student must register for the semester that coincides with above dates before beginning the independent study.

- [Teaching and Learning Data Transparency Statement](#)
- [Privacy of Student Records and the Use of Audio Recorded Lectures Statement](#)
- [Campus Resources for Academic Success](#)
- [Course Evaluations](#) and [Digital Course Evaluations](#)
- [Students' Rules, Rights and Responsibilities](#)
- [Diversity and Inclusion Statement](#)
- [Academic Integrity Statement](#)
- [Accommodations for Students with Disabilities](#)
- [Academic Calendar and Religious Observances](#)

I understand and agree to the information outlined in this agreement, including the responsibilities outlined above.

Student signature: _____ Date: _____

Instructor signature: _____ Date: _____

Mentor signature (if applicable): _____ Date: _____